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The Trinity College Handbook, 1985-86

Trinity College

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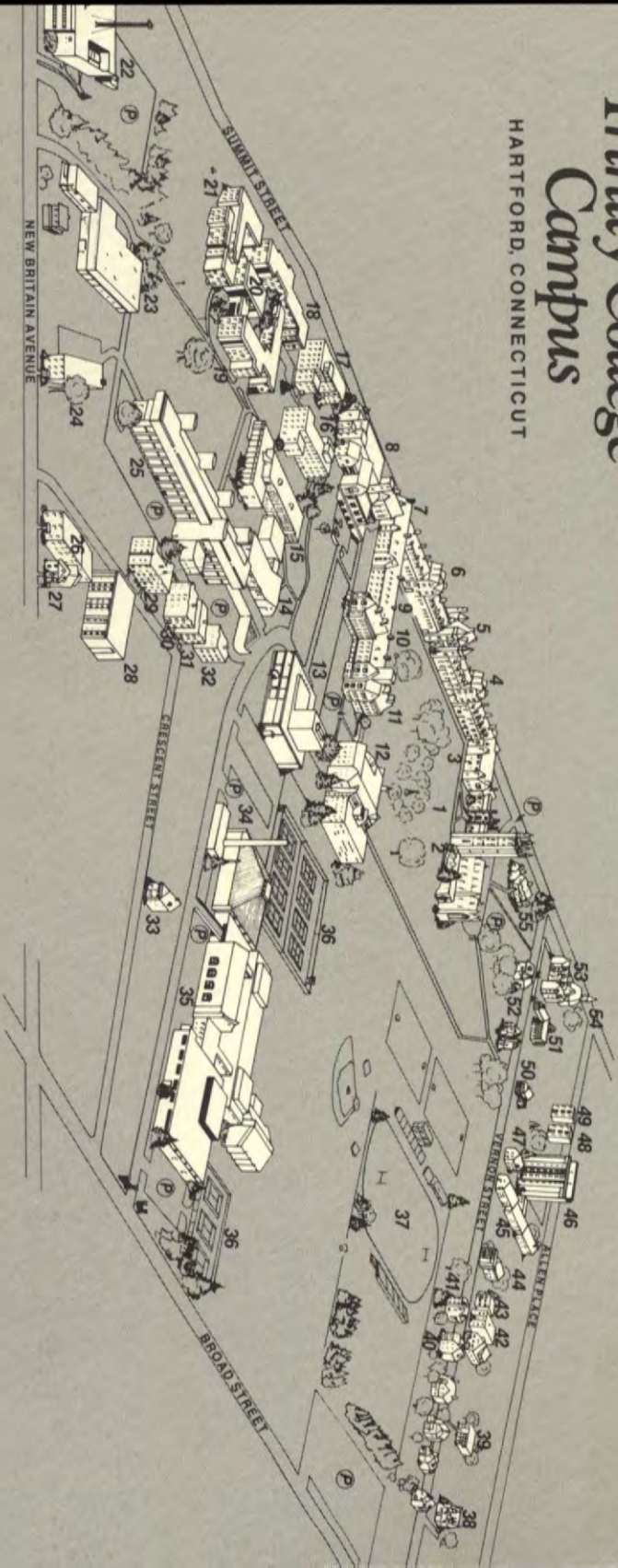
TRINITY COLLEGE HANDBOOK

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1985/86

1985-1986

Trinity College Campus

HARTFORD, CONNECTICUT



1. Downes Memorial (Admissions)
2. Chapel
3. Williams Memorial (Administrative Office)
4. Jarvis Hall
5. Northam Towers
6. Seabury Hall
7. Hannin Hall
8. Mather Campus Center
9. Cook Dormitory
10. Goodwin-Woodward Dormitory
11. Oriental Chemistry Building (Ornestadio)
12. Library
13. Austin Arts Center (Goodwin Theatre)
14. Halden Engineering Laboratory (Computer Center)
15. McCook Mathematics-Physics Center
16. Jones Hall
17. Eliot Hall
18. Wheaton Hall
19. Jackson Hall
20. Smith Hall
21. Furston Hall
22. Connecticut Public Television Studios
23. Buildings and Grounds
24. Clemens Dormitory
25. Albert C. Jacobs Life Sciences Center
26. Stowe Dormitory
27. Hartford Institute of Criminal and Social Justice
28. Andarna Dormitory
29. Little Dormitory
30. Robb Dormitory
31. Frohman Dormitory
32. Wiggins Dormitory
33. Hill House (30 Crescent St.)
34. George M. Ferris Athletic Center
35. Memorial Field House
36. Tennis Courts
37. Jesse Field
38. Religion and Philosophy Depts.
39. IDP College Counselors and Upward Bound Offices
40. Alumni, Public Relations and SINA Offices
41. Psi Upsilon
42. Doresbury Dormitory
43. Pi Kappa Alpha
44. Delta Kappa Epsilon
45. North Campus Dormitory
46. High Rise Dormitory
47. Umla House
48. Boardwalk Dormitory
49. Park Place Dormitory
50. Alpha Chi Rho
51. Alpha Delta Phi
52. English Dept. (Writing Center)
53. Ogilby Hall
54. Delta Psi (St. Anthony Hall)
55. President's House

P Parking Areas

To the Trinity Student

THE HANDBOOK contains information about the non-academic aspects of life at the College, as well as certain academic information not in the COLLEGE CATALOGUE. It is designed to answer many questions which may arise about the operation of the institution. Students should thoroughly familiarize themselves with THE HANDBOOK'S contents.

Each year THE HANDBOOK is revised and updated. The Office of the Dean of Students welcomes suggestions for changes in forthcoming editions.

Published by

Office of the Dean of Students

Trinity College

Hartford, Connecticut

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Trinity College reserves the right to make changes at any time without prior notice. The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

Trinity College admits students regardless of sex or handicaps and of any race, color, creed and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the College. Trinity College does not discriminate on the basis of sex, handicap, race, color, creed or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other College-administered programs.

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COLLEGE CALENDAR — ACADEMIC YEAR 1985-1986

1985

Aug. 2	Friday	All bills for Fall Term 1985-86 must be paid in full.
Aug. 29	Thursday	Freshmen arrive. Residences open to new students after 9:00 a.m.
Aug. 29	Thursday	Meal ticket plan (7-day) for Freshmen begins with evening meal.
Aug. 31	Saturday	Upperclassmen arrive. Residences open to returning students after 9:00 a.m. Meal ticket plan (7-day) for upperclassmen begins with lunch.
Aug. 31	Saturday	Initial Registration for Fall Term 1985. Students will not be permitted to register unless their bills are paid in full.
Sept. 2	Monday	Labor Day.*
Sept. 2	Monday	Undergraduate and graduate classes begin.
Sept. 9	Monday	Matriculation.
Sept. 16	Monday	Final Registration and Advising Day (no undergraduate classes).
Sept. 16	Monday	Rosh Hashanah.
Sept. 25	Wednesday	Yom Kippur.*
Oct. 4	Friday	Convocation.
Oct. 5-6	Saturday-Sunday	Parents' Weekend.
Oct. 16	Wednesday	Mid-term.
Oct. 21-25	Monday-Friday	Open Period. No regular classes for undergraduates or graduates.
Nov. 8	Friday	Deadline for completion of Spring Term 1986 applications for Off-Campus Open Semesters, Leaves of Absence, and Exchanges.
Nov. 9-10	Saturday-Sunday	Homecoming Weekend.
Nov. 13	Wednesday	Pre-Registration for Spring Term 1986.
Nov. 27	Wednesday	Thanksgiving Vacation begins after last class. Evening meal served on meal plan.
Nov. 27-28	Wednesday-Thursday	Graduate classes will meet on Nov. 27; no graduate classes on Nov. 28.
Nov. 27	Wednesday	Treasurer's Office mails bills for all students.
Dec. 2	Monday	Classes resume. Meal ticket plan resumes with evening meal on Dec. 1.
Dec. 6	Friday	New financial aid applications for the Spring Term 1986 due.
Dec. 10	Tuesday	Follow Thursday schedule for undergraduate classes.

*Classes will be held as usual on these days.

Dec. 11	Wednesday	Last day of undergraduate classes (<i>follow Friday schedule</i>). Last day to drop this term's courses and to elect to receive a letter grade in a course being taken Pass/Fail.
Dec. 12-13	Thursday-Friday	Reading days.
Dec. 14-20	Saturday-Friday	Final examinations. Noon meal on Dec. 20 is last one on meal ticket plan.
Dec. 16	Monday	Last day of graduate classes (<i>follow Thursday schedule</i>).
Dec. 21	Saturday	Residences close at noon for the vacation period.
Dec. 27	Friday	All bills for Spring Term 1986 must be paid in full.

1986

Jan. 14	Tuesday	Residence halls open after noon. Meal ticket plan resumes with evening meal.
Jan. 15	Wednesday	Initial Registration for Spring Term 1986. Students will not be permitted to register unless their bills are paid in full.
Jan. 16	Thursday	Undergraduate and graduate classes begin.
Jan. 20	Monday	Martin Luther King Birthday.*
Jan. 30	Thursday	Final Registration and Advising Day (no undergraduate classes).
Feb. 17-21	Monday-Friday	Open Period. No regular classes for undergraduates. Graduate classes will meet.
March 10	Monday	Mid-term.
March 21	Friday	Spring Vacation begins after last class; evening meal is last one on meal ticket plan. No graduate classes during vacation.
March 28	Friday	Good Friday.
April 7	Monday	Classes resume. Meal ticket plan resumes with evening meal on April 6.
April 11	Friday	Deadline for completion of Fall Term 1986 applications and requests for continuance of financial aid for Off-Campus Open Semesters, Leaves of Absence, and Exchanges.
April 14	Monday	Financial Aid applications for 1986-87 due in Financial Aid Office.
April 23	Tuesday	Pre-Registration for Fall Term 1986.
April 24	Thursday	Passover begins.*
May 8	Thursday	Last day of undergraduate and graduate classes. Last day to drop Spring Term courses; last day to change to a letter grade a course being taken Pass/Fail.
May 9	Friday	Honors Day ceremony at 1:30 p.m. in Chapel.

May 9-12	<i>Friday-Monday</i>	Reading days.
May 13-14	<i>Tuesday-Wednesday</i>	General examinations for seniors.
May 15-21	<i>Thursday-Wednesday</i>	Final examinations. Evening meal on May 21 is last meal on meal ticket plan.
May 22	<i>Monday</i>	Residence Halls close at noon for summer vacation.
May 25	<i>Sunday</i>	Commencement Exercises for the 163rd academic year.
June 12-15	<i>Thursday-Sunday</i>	Reunion Weekend.



General Information

TRINITY COLLEGE, Connecticut's second oldest college, was founded in 1823 by a group of Episcopal clergy and laymen under the leadership of Bishop Thomas Church Brownell as a non-denominational liberal arts college for men. Trinity became coeducational in 1969. Information concerning the history of the College may be found in the Catalogue Issue of the *Trinity College Bulletin*.

The Campus

When you enter the campus from the parking area through the main arch in Downes Memorial Clock Tower you will pass beneath the President's Office. The entrance in the arch to the right leads to such administrative offices as those of the President, Admissions, and Financial Aid. An information desk is located in the main hallway.

Leading from the arch to the left is a cloister which connects Downes Memorial with the College Chapel, an excellent example of Gothic architecture. Persons, events and activities of the life of the College are commemorated in the stained glass windows and the many remarkable carvings. In addition to the main Chapel, the building includes the Chapel of Perfect Friendship, the Crypt Chapel and the offices of the Chaplain. The south cloister of the Chapel opens on to the Funston Memorial Garden.

To the right of Downes is Williams Memorial. Here are the offices of the Dean of the Faculty, the Vice President, the Comptroller, the Cashier, the Business Office, the Development Office, the Financial Aid Office, Central Services, the Director of Personnel Services, and some faculty members.

Turning left in front of Williams Memorial and proceeding down the Long Walk you have the seven sections of Jarvis Hall (1878), then Northam Towers (1881) and finally Seabury Hall (1878). Jarvis Hall and Northam Towers are dormitories. In addition to individual faculty offices, Seabury Hall contains the Career Counseling Office, the Registrar's Office, classrooms, dance studios, and the language laboratory.

Continuing down the Walk beyond Seabury you will find at the south end of the Quadrangle, Hamlin Dining Hall and the Faculty Club in Cook Lounge. Upstairs are the Cook-A Dormitories and the College Guest Rooms. These are used by people visiting Trinity on College business. The offices of the Dean of Students and the Director of Residential Services are located beyond Cook Arch.

Before you enter the Cook Arch, you will see stairs on your right leading to a campus laundry. Turning to your left and walking straight, you will see Cook-B Dormitory which houses the campus radio station, WRTC-FM, Cook-C, the Woodward Dormitory and the Goodwin Dormitory and Lounge. Directly in front of you is the Clement Chemistry Building which adjoins Goodwin and contains the Kriebel Auditorium (Cinestudio).

The Library, located across Funston Court directly behind the Chemistry Building, contains approximately 716,000 volumes and houses Trinity's valuable 160,000-volume Watkinson Collection.

Passing through Bancroft Arch, which separates Goodwin Dormitory from the Chemistry Building, you will face the south portion of the campus.

On your right is the recently renovated William Gwinn Mather Campus Center. It contains a large student dining hall; a snack bar (The Cave); the

campus pub (The Iron Pony); student lounges; Game Rooms; Post Office; Bookstore; Women's Center; headquarters for the Student Government Association and other student meeting rooms; the Washington Room, a large assembly hall; and the Rittenberg Lounge and Alumni Lounge on the second floor.

To the south of Mather Campus Center are two dormitories, Elton Hall and Jones Hall. Beyond these dormitories are the Wheaton, Jackson and Smith Dormitories which house approximately 250 students. To the south of Smith is Funston Hall, which houses 97 students. The Medical Office is located in Wheaton Hall. The offices of *The Tripod* and *The Ivy* are located in Jackson Hall. Jackson Hall and Funston Hall also contain campus laundry areas.

The Hallden Engineering Laboratory and the McCook Mathematics-Physics Center are located to the left of Jones Hallrom Bancroft Arch. The Austin Arts Center forms the east side of the Quadrangle.

To the right of the Austin Arts Center and beyond the Hallden Engineering Laboratory are the Albert C. Jacobs Life Sciences Center, the Department of Buildings and Grounds and the studios of Connecticut Public Television station WEDH and Connecticut Public Radio.

Beyond the Austin Arts Center are found the tennis courts and Trowbridge Memorial, housing the swimming pool, six championship squash courts and athletic offices.

Adjoining the eastern end of Trowbridge is the Alumni Field House, which provides facilities for many indoor sports. To the north and west of the Trowbridge Memorial is located the George Ferris Athletic Center.

Returning across campus from the Field House toward the Chapel, you will encounter the varsity baseball diamond, the field hockey and practice fields; the statue of Bishop Brownell on the left at the brow of the hill and, straight ahead, two fields for soccer and lacrosse. To their right is Jessee Field.

Beyond the Chapel on Vernon Street are the home of the President of the College and, at 115 Vernon Street, the offices of English department faculty. The office of Public Relations and the Alumni Office are located at 79 Vernon, down the street from the President's home. Doonesbury, a student residence which contains the French and Spanish program groups, is located at 90-92 Vernon Street.

The College Counselors, the Upward Bound Program and the Individualized Degree Program are located at 76 Vernon Street, and faculty offices for the religion and philosophy departments are at 70 Vernon Street.

The fraternity houses, with one exception, are on Vernon Street. Situated on the corner of Vernon and Summit Streets is Ogilby Hall, a dormitory building including Haight Dining Hall.

Between Vernon Street and Allen Place are the North Campus Dormitory, the High Rise Dormitory, and Boardwalk and Park Place. The High Rise Dormitory contains a campus laundry area.

Several student residences are located on Crescent Street: Wiggins, Frohman, Robb, Little, and Anadama dormitories at 76, 78-80, 82-84, 92-100, and 111 Crescent Street, respectively. On New Britain Avenue you will find two dormitories, Stowe and Clemens, at 194-96 and 216 New Britain, respectively.

ALMA MATER

'Neath the Elms

'Neath the elms of our old Trinity,
'Neath the elms of our dear old Trinity,
 Oh it's seldom we'll meet
 In the moonlight so sweet,
'Neath the elms of our old Trinity.

College days are from care and sorrow free
And oft will we seek in memory
 Those days that are past,
 Far too joyous to last,
'Neath the elms of our old Trinity.

Then we'll sing to our old Trinity,
To our dear old Alma Mater, Trinity;
 We're together today,
 And tomorrow away,
Far away from our old Trinity.

'Neath the elms of our old Trinity,
'Neath the elms of our dear old Trinity,
 No more shall we meet,
 Our classmates to greet,
'Neath the elms of our old Trinity.

Augustus P. Burgwin, Class of 1882



Charter of Trinity College as Amended and now in Force

WHEREAS sundry inhabitants of this State, of the denomination of Christians called The Protestant Episcopal Church, have represented, by their petition addressed to the General Assembly, that great advantages would accrue to the State, as well as to the general interests of literature and science, by establishing within the State another Collegiate Institution; therefore,

I. *Resolved by this Assembly:* That Thomas C. Brownell, Harry Crosswell, Elijah Boardman, Samuel W. Johnson, Birdsey G. Noble, Samuel Merwin, Nathaniel S. Wheaton, Elisha Cushman, Charles Sigourney, Thomas Macdonough, Richard Adams, David Watkinson, Ebenezer Young, Jonathan Starr, Jr., Nathan Smith, John Thompson Peters, Asa Chapman, Elias Perkins, John S. Peters, and Luther Loomis, and their successors be, and the same hereby are, constituted a body politic and/corporate for ever, by the name of "THE TRUSTEES OF TRINITY COLLEGE," and by that name shall and may have continual succession hereafter and shall be able in law to sue and be sued, implead and be impleaded, answer and be answered unto, defend and be defended, in all courts and places whatsoever, and may have a common seal, and may change and alter the same at their pleasure; and also shall be able in law to take by purchase, gift, grant, devise, or in any other manner, and to hold any real and personal estate whatsoever; *Provided always*, That the clear yearly value of such real estate to be so acquired shall not exceed the sum of fifteen thousand dollars; and also that they and their successors shall have power to give, grant, bargain, sell, convey, or otherwise dispose of, all or any part of the said real and personal estate, as to them shall seem best for the interest of said College.

II. *Resolved*, That the said Trustees and their successors shall forever hereafter have full power and authority to direct and manage the Funds for the benefit of the institution, and also to prescribe and direct the course of study, and the discipline to be observed in the said College; and also to elect from their own number or otherwise, a Board or Committee, to be called the Fellows of the College, to whom they may commit the superintendence of the course of study and discipline; and also to select and appoint a President of the said College, and such Professor or Professors, Tutor or Tutors, to assist the President in the Government and education of the Students belonging to the said College, and such other officer or officers as to the said Trustees shall seem meet, all of whom shall hold their office during the pleasure of the Trustees; *Provided always*, That no President shall be dismissed by the Trustees, without cause previously stated to him in writing, and a full opportunity allowed him for his defence, and by the concurrence of at least two-thirds of the Trustees; and *Provided further*, That no Professor, Tutor, or other assistant officer shall be eligible to the office of a Trustee.

III. *Resolved*, That any five of the said Trustees, lawfully convened as hereinafter directed, shall be a quorum for the dispatch of all business except for the disposal of real estate, or for the choice of a President, or for the elec-

tion of Trustees, for which purposes there shall be at least a majority of the whole number of Trustees.

IV. *Resolved*, That the President of the College shall always be, *ex officio*, but with vote, a member of the Board of Trustees; and that a Secretary of the Board shall be elected by the Trustees, to hold office during their pleasure.

V. *Resolved*, That the said Trustees shall have power to meet from time to time upon their own adjournment, and so often as they shall be summoned by their Chairman or President, or, in his absence, by the Senior Trustee, whose seniority shall be accounted according to the order in which the said Trustees are named in this act, and shall be elected hereafter; *Provided always*, That the said Chairman, or President, or the Senior Trustee, shall summon a meeting of the Corporation, when required thereto in writing, by three of the members; and *Provided also*, That he cause notice of the time and place of said meeting to be given in such manner as the Trustees shall in their by-laws prescribe.

VI. *Resolved*, That the said Trustees and their successors shall have power and authority to grant all such literary Honors and Degrees as are usually granted by any University, College, or Seminary of learning in this State, or in the United States; and in testimony of such grant, to give suitable Diplomas, under their seal and the signatures of the President and Secretary of the Board, which Diplomas shall entitle the possessors respectively to all the immunities and privileges which, either by usage or by statute, are allowed to possessors of similar Diplomas from any other University, College, or Seminary of learning.

VII. *Resolved*, That the said Trustees and their successors shall have full power and authority to make all statutes and Standing Rules which to them shall seem expedient, for carrying into effect the designs of their Institution; *Provided always*, That such statutes or Standing Rules shall not make the religious tenets of any person a condition of admission to any privilege in the said College, and that no President or Professor or other officer shall be made ineligible for or by reason of any religious tenet that he may profess, or be compelled, by any statutes or Standby Rules, to subscribe to any religious test whatsoever; and *Provided also*, That none of the Standing Rules as aforesaid shall be inconsistent with the Constitution and Laws of the State, or with the Constitution and Laws of the United States.

VIII. *Resolved*, That the Funds which may at any time belong to the Institution now incorporated, shall enjoy the like exemptions from taxation, and the Institution itself, and its officers, shall enjoy the same privileges and exemptions, as have already been granted, or may hereafter be granted to Yale College, its officers, and its Funds.

IX. *Resolved*, That whenever Funds shall be contributed or secured to the said College, to the amount of Thirty Thousand Dollars, and not before, the Trustees may proceed to organize and establish the said College in such town in this State as they shall judge most expedient.

X. *Resolved*, That notwithstanding any provision heretofore contained in the Charter of The Trustees of Trinity College or the Standing Rules of the Board of Trustees of Trinity College, the following provisions dealing with the Board of Trustees of Trinity College shall govern the number, term of office, and manner of election of the Board of Trustees of Trinity College.

SECTION 1. The activities, property and affairs of The Trustees of Trinity College, a corporation specially chartered by the General Assembly, shall be managed by a Board of Trustees of not less than twenty nor more than twenty-seven persons, including the President of the College while in office.

SECTION 2. The Trustees may by majority of votes of the Trustees present at a meeting duly warned at which a quorum is present elect not more than twenty persons to serve as Charter Trustees for such term of not more than five years from the date of election as said Trustees may prescribe. Charter Trustees from herein shall mean Trustees elected on or after March 27, 1982. The Trustees in a like fashion, may fix a retirement age for all Charter Trustees upon the attainment of which the term of office of any such Charter Trustee shall end. Charter Trustees may serve no more than two complete terms successively, but are otherwise eligible for election to The Board of Trustees without absolute limitation on the number of years for which Charter Trustees may be re-elected. Should a Trustee, whose term expires, be serving as or be elected as the Chairman or Secretary of the Board, then such Trustee may serve an additional term beyond the two complete successive terms specified above. The President of the College, while in office, shall be a Charter Trustee, without limitation, and with full voting privileges.

SECTION 3. Trustees Emeriti may be elected by the Board of Trustees in accordance with such provisions as may be prescribed by the Trustees. The number of such Trustees Emeriti shall be at the discretion of the Trustees, and shall not be counted in the membership limitations of the Board as set forth in Section 1.

SECTION 4. The present persons who have been elected to serve as Alumni Trustees shall be Alumni Trustees of Trinity College, together with such other persons who may be elected from time to time as hereinafter set forth. From and after the day next preceding the public Commencement Day in the year 1968, there shall be not more than six Alumni Trustees.

SECTION 5. Any person shall be eligible to serve as an Alumni Trustee who has the qualifications required for voting for that office as set forth in Section 6 hereof, and whose class has for a period of at least five years been admitted to a degree at Trinity College.

SECTION 6. Except as provided in Section 7 hereof, all persons who have been admitted to any degree at Trinity College and all persons who have matriculated at Trinity College in a class which has been admitted to a degree and who no longer are in undergraduate status at Trinity College may cast their votes for an Alumni Trustee of said College, and the person for whom a plurality of such votes which shall on each of these days be cast shall be an Alumni Trustee during the following six years; if the same number of votes

is cast for each of two or more persons, one of them shall be designated by lot conducted by the Board of Trustees to be such Alumni Trustee.

SECTION 7. The Board of Trustees, by a majority of votes of those presented at a meeting duly warned at which a quorum is present, may elect, upon the death or other vacancy of the place of any Charter or Alumni Trustee, another to complete this term. The Executive Committee of the National Alumni Association shall nominate to the Board of Trustees an Alumni Trustee candidate to fulfill the unexpired term and the Board of Trustees shall declare elected said Alumni Trustee at a meeting duly warned at which a quorum is present. The Board of Trustees may make and declare vacant the seat of any Charter or Alumni Trustee who shall absent himself for any term of two years or from any four successive meetings duly notified.

SECTION 8. The Board of Trustees may establish, and at its pleasure alter, rules and regulations as to the manner in which votes shall be cast, and such other rules and regulations as it may deem necessary to carry into execution the provisions of this resolution.

Be it further Resolved: That any provisions of the Charter of the Trustees of Trinity College or of the Standing Rules of the Board of Trustees inconsistent with the foregoing resolution shall be suspended for such time as said resolution remains in effect.

Approved May, 1823, Vol. 1, Special Acts, State of Conn., Page 468

Amended May, 1845, Vol. 2, Special Acts, State of Conn., Page 67

Amended June 23, 1857, Vol. 5, Special Acts, State of Conn., Page 79

Amended March 21, 1883, Vol. 9, Special Acts, State of Conn., Page 739

Amended March 7, 1889, Vol. 10, Special Acts, State of Conn., Page 809

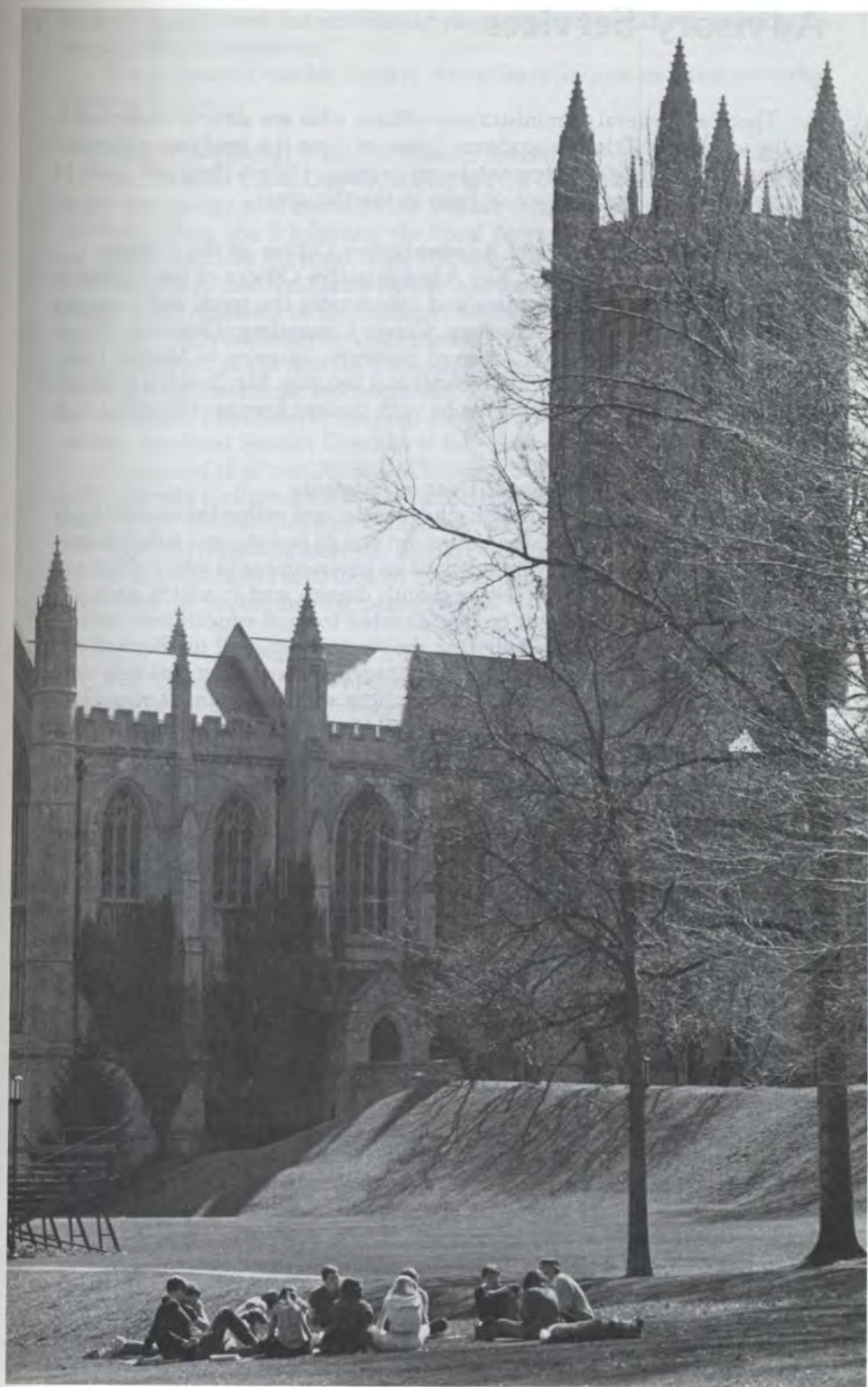
Amended April 14, 1962, Vol. 21, Page 806, Secretary of State's Records of Specially Chartered Corporations

Amended April 13, 1971, Vol. 24, Page 371, Secretary of State's Records of Specially Chartered Corporations

Amended October 7, 1972, Vol. 25, Pages 29 and 30, Secretary of State's Records of Specially Chartered Corporations

Amended March 31, 1980, Vol. 100, Pages 218-221, Secretary of the State's Records of Specially Chartered Corporations

Amended June 30, 1982, Vol. 100, Page 1325, Secretary of the State's Records of Specially Chartered Corporations



Advisory Services

There are several administrative officers who are directly responsible for the welfare of Trinity's students. Some of these the freshmen will come to know during their first few weeks on campus. Others they will come to know when they need advice or help in specific areas.

Vice President and Chief Administrative Officer of the College

The Vice President and Chief Administrative Officer of the College is Thomas A. Smith. He supervises and coordinates the work and planning of the following offices: Admissions, Career Counseling, Chaplain, Financial Aid, College Counselors, Dean of Students, Director of Mather Campus Center, Special Events, and Calendar and Security. Mr. Smith is available to consult with individual students or with student groups. His office is in Williams Memorial.

Office of Dean of Students

This office concerns itself with student relations within the student body and with student relations to the institution and its non-student subdivisions. It seeks to encourage the development of an environment in which academic pursuits can be conducted freely and with dignity and in which each student's non-academic interests can be directed toward educational ends.

Pursuant to its responsibility for the student's overall intellectual and social development, the office provides academic counseling and help with personal problems not requiring the services of a clinician. It should be emphasized that students can feel free to contact the Dean of Students and his staff in confidence whenever problems of any nature arise.

The Dean of Students is David Winer; the Assistant Deans of Students are Paula Chu-Richardson and Joseph Tolliver.

All of the Deans are available to advise students on academic and personal matters. In addition Ms. Chu-Richardson serves as adviser to International Students and informally as adviser to Asian students. Mr. Tolliver serves as adviser to disabled students, facilitating their use of college services and buildings and assisting them in seeking special help they require as students and/or residents of the institution.

Within the Office of the Dean of Students is the Director of Residential Services. The Director administers the residence and residence hall programming, coordinates the Resident Assistant program, and operates the student and staff identification system. The Director of Residential Services is Kristina Dow.

The Dean of Students Office supervises the Assistant Dean for Student Activities, the Adviser to Black and Hispanic Students, and the Medical Office. It administers the student health insurance program, and the administrative procedures in matters of discipline and dispute, as well as conducts such programs as the orientation of new students.

Assistant Dean for Student Activities

Within the Office of the Dean of Students, the Assistant Dean for Student Activities advises the Student Government Association and other student organizations. The Assistant Dean is also available to help groups of

students initiate new extracurricular programs and to offer counseling on organization management.

The Assistant Dean for Student Activities maintains an office in Mather Campus Center.

Director of Mather Campus Center, Special Events, and Calendar

The Director, Anne Gushee, supervises the overall administration as well as the day-to-day operations of the Mather Campus Center, which include the Post Office, the Bookstore, the Food Service, and the Cave. With the aid of the Assistant Director, Lois DiCara, the services of the Front Desk, the Print Shop, and the Game Room, are maintained for the college community. The Assistant to the Director, Mimi Burns, and the calendar office secretary, Chris Guilmartin, assist the Director in implementing the policies and procedures of the Mather Campus Center and coordinate the scheduling of lectures, meetings, receptions and dinners, and other events using College facilities. The Director oversees the operation of Saga, the College food service; the Food Service Director is Bob Schondelmeier. Ernest LaRose is the Manager of the Post Office and William Scharnweber is Manager of the Follett Trinity College Bookstore. Requests for special services and reserved space in the Mather Campus Center and all other College buildings, along with inquiries regarding catering, should be addressed to the Mather Campus Center administrative staff located in the office suite behind the information desk (refer to procedures on pages 71-74).

Coordinator of Foreign Study Advising

The Coordinator of Foreign Study Advising, Robbins Winslow, is responsible for working with students who propose to study abroad (including Junior Year Abroad). He is Trinity's representative to the Beaver College Center for Education Abroad and the Institute of European Studies, and he coordinates the exchange program with the University of East Anglia in England. He counsels students concerning foreign study opportunities and provides administrative support for their applications. He is responsible for assessing foreign study programs to determine whether or not they should be approved for student enrollment from Trinity College.

Mr. Winslow's office is on the third floor of Downes Memorial, and a reading room with information on foreign study is maintained in Williams Memorial 118. He is available on Monday and Thursday from 2:00 to 4:00 p.m. for consultations with students concerning foreign study.

If students are interested in studying at the Barbieri Center (Trinity College's Rome Campus) they should contact Louise H. Fisher, Director and Admissions Officer for the Individualized Degree Program, 76 Vernon Street, or Professor Michael Campo, Seabury 22. Those interested in the Hispanic Studies Program in Cordoba, Spain, should contact Professor Gustave Andrian, Seabury 30C.

Office of the Registrar

This office maintains student records and directs registration, mid-year and final examinations. Students who wish to study at any other domestic institution, including the Hartford Consortium for Higher Education (including music courses at Hartt College), Wesleyan or Connecticut College or within or beyond the 12-College Exchange Program should make arrangements through the Registrar's Office.

Students who plan to Voluntarily Withdraw (those transferring to another school, taking a non-academic Leave of Absence, or leaving college completely) are to give the Registrar's Office written notice on a form provided for that purpose and must meet with the Dean of Students prior to filling out the form.

The Registrar is Joanne M. Miller and the Assistant Registrar is Megan Del Baglivo. Their offices are located in Seabury 1-9.

Career Counseling Office

The Career Counseling Office is open to all students and alumni/ae and provides assistance with any part of the career planning process from choosing a major to writing a resume to changing careers. The office maintains a library of occupational information including graduate school catalogues, internship directories, job hunting guides and summer opportunities. A binder of full-time employment opportunities about which the office has received information is also available. In the course of the academic year the office presents workshops on choosing a career, resume writing and interviewing; it also invites alumni/ae back to campus to discuss their experiences in a particular career field. During the fall semester the office hosts admissions representatives from a variety of graduate schools throughout the country. Recruiters from businesses, government and non-profit organizations visit the campus in the spring semester to interview seniors. With the Alumni Office's assistance the Career Counseling Office maintains a directory of over 1800 alumni/ae and parents who are willing to provide first-hand information about their career fields. The Director of Career Counseling is Rozanne F. Burt and the Assistant Director is Roger A. Godin.

Faculty Career Advisers

A system of Faculty Career Advisers has been established to offer students additional counseling within each of the academic departments and programs at Trinity. A faculty member in each major department has been designated to serve as a resource person for majors in the department and for underclassmen who are considering the choice of a major. The Faculty Career Adviser is available to offer counseling for graduate study and for career opportunities.

The Faculty Career Adviser system is designed to complement the work of the Career Counseling Office and of the assigned faculty advisers. The Faculty Career Advisers are listed on the inside back cover.

Advisory Committee for the Health Professions

The Advisory Committee for the Health Professions provides information and guidance to students considering careers in medicine, dentistry, veterinary medicine, health-related research, nursing, public health, hospital administration and related areas. The Committee offers insight into the professional education required, the application process involved, the appropriate academic preparation, admissions requirements and the necessary standardized tests. The Committee cannot guarantee admission to professional schools, but does attempt to realistically guide students based on their academic performance and experience and the admission standards of the school or the demands of the career field. Freshmen considering the health professions are urged to consult early with one of the members of the Committee. They are Professor Edward Bobko of the Chemistry Department, Pro-

fessor Richard Crawford of the Biology Department, Professor Donald Galbraith of the Biology Department and Rozanne F. Burt, Director of the Career Counseling Office.

Pre-Law Advisory Committee

The Pre-Law Advisory Committee counsels students on procedures for applying to law schools, on the choice of law school programs, and on careers in the legal profession. Members of the Committee are Professor Dina Anselmi of the Psychology Department, Professor Noreen Channels of the Sociology Department, and the Assistant Director of Career Counseling, Roger A. Godin.

Advisory Committee for Management Study

An Advisory Committee on Management Study has been established to assist students who plan to apply to schools of business and/or management. Members of the Committee are Professor Ward Curran of the Economics Department, Professor George Doten of the Psychology Department, Professor Richard Scheuch of the Economics Department and the Director of Career Counseling, Rozanne F. Burt.

Pre-Architecture Advisory Committee

Trinity College does not offer a major specifically designated as preparation for graduate study in Architecture, Planning, Urban Design, Landscape Architecture, and other related design areas. However, graduates of the College have entered programs of this nature and are practicing professionals in these fields, although they have sometimes had to do further work on the undergraduate level before proceeding to graduate programs.

A Committee of faculty has been chosen to aid students in planning for work leading toward the design professions. They include Professor Mardges Bacon of the Fine Arts Department, Professor David Woodard of the Engineering Department, Professor August Sapega of the Engineering Department, Professor Andrew Gold of the Urban and Environmental Studies Department and the Director of Career Counseling, Rozanne F. Burt.

College Counselors

The College Counselors, Dr. George C. Higgins and Dr. Randolph M. Lee, have special training and experience in dealing with emotional problems and are available free of charge to all students who desire assistance in coping with personal and emotional difficulties and social relationships. In addition to personal counseling, opportunities are available for group counseling and discussion, and, where appropriate, psychological testing. Referrals are also available to other professionals in the local area. The cost of seeing professionals outside the College must be assumed by the student.

Both Dr. Higgins and Dr. Lee are licensed by the State of Connecticut as clinical psychologists, and all contact with them, both formal and informal, is legally confidential. According to both Trinity College policy and federal law, information and material gathered by the Counseling Staff are available only to the counseling staff and, except in a case of clear and imminent danger to an individual or society, will not be transmitted to anyone inside or outside the College without the consent of the student.

In addition, the Counseling Office Staff includes Psychology Interns from the University of Hartford, who are also available to all students. The in-

terns are advanced graduate students with training in dealing with emotional problems. Under the supervision of the College Counselors, contact with the Interns is also entirely confidential.

Psychiatric consultants are available to the Counseling Office.

Chaplain

The Reverend Dr. Alan C. Tull, College Chaplain, is available for conversation or confidential counseling with any student at any time. Chaplain Tull may be reached in his office adjoining the Chapel garden or at his residence, 86 Vernon Street, Apt. #2.

Medical Office

The Medical Office is on the first floor of Wheaton Hall. It is licensed by the State of Connecticut as an infirmary and has beds for nine in-patients.

Dr. Mark W. Izard, the Medical Director, visits the Medical Office as needed Monday through Friday, and he or his designate is on call for medical emergencies the remainder of the day and night, as well as weekends. Janet Curtis, R.N., N.P., is the Nurse Practitioner in charge of the Medical Office and is present 9:00 a.m. - 4:30 p.m., Monday through Friday.

Monday through Friday a nurse is on duty in the Medical Office around the clock, except for the evening mealtime (6-7 p.m.). A nurse is also in the Medical Office for two hours each weekend, according to a schedule posted at the office. The remainder of the weekend a nurse is "on call" and may be contacted by calling the Mather Campus Center Information Desk (527-3151).

In addition to the regular nursing staff, a full-time nurse practitioner is on duty to provide birth control and abortion counseling, to treat gynecological ailments and to assist with the general medical care of students.

In an emergency, prompt notification of parents is made; but if parents cannot be reached, College authorities reserve the right to act as seems best for the welfare of the student concerned.

Student Accident and Health Insurance

Any student who pays the General Fee is covered by an Accident and Health Insurance Plan. Students enrolling for the 1985-86 academic year will be automatically covered from August 29, 1985 through August 28, 1986. The Plan is underwritten by the Hartford Accident and Indemnity Company and the policy is administered by the Hartford agency of R.C. Knox and Company. Prior to the start of the academic year each student receives a brochure detailing the benefits of the insurance plan. Additional copies of the brochure are available from the Office of the Dean of Students or the Medical Office.

Claims for benefits must be made on forms obtainable at the Medical Office in Wheaton Hall. Such claims should be filed immediately when possible, and in no instance later than 20 days after the date of accident or commencement of illness.

Physical Examinations

All entering students will be required to submit the completed prescribed medical examination form in order to receive housing or to register.

All intercollegiate sport team candidates will be screened by the college physician.

It will be the implied responsibility of each student to determine his or her contraindications for participation in club, intramural, physical education, and recreational sport activities.

Financial Aid

The Office of Financial Aid is located in Williams Memorial. The Director, Anne Zartarian, and the Assistant Director, Helene Figueroa, administer all scholarships and loans. The office oversees the College Work-Study program and refers students to on-campus employment. All students may consult the office for information and advice on matters of financial aid.

Director of Campus Security

Janiece Stewart, Director of Campus Security, has her office in Mather Campus Center. She is available there weekdays from 9 a.m. to 5 p.m. In case of emergencies, after normal business hours she can be contacted by calling the Mather Campus Center Information Desk. Earl Moffatt, Assistant Director of Security, is available most evenings. Evenings and weekends security officers can be reached by calling the Mather Campus Center Information Desk.

Security officers stand ready to assist in almost any serious emergency, and they should also be notified in the event of offenses against persons or property on the campus.

In a serious emergency, should a security officer not be immediately available, it is recommended that the Hartford Police Department be notified by telephone (522-0111).

All thefts, assaults, and other criminal acts should be reported to the Hartford Police by the *victim*.



Student Life

STUDENT FACILITIES

Campus Residences

Although on-campus residence is not required of its undergraduates, Trinity is primarily a residential college. The daily associations of student with student and student with faculty are an important aspect of Trinity's educational process.

Most undergraduates select their residences for the following academic year during the Residence Selection Process (based on a priority/lottery system) held in the early spring. Prospective residents sign Residential Contracts which reserve accommodations for no more than one academic year. Upperclassmen who wish to reserve accommodations for the full academic year are each required to present a \$150 deposit (\$75 of the deposit is credited toward the resident's fall term rental, while the balance is held for crediting toward spring term rental). Upperclassmen who wish to reserve accommodations for only one semester are required to present a \$100 deposit to be credited toward that semester's rental. When a deposit is forfeited, the full amount of the deposit (including that being held for crediting) is lost by the resident. Financial aid recipients may be eligible to receive a temporary waiver of the deposit.

Prior to and during the spring Residence Selection Process, a variety of residences are reserved for students who will be new to the College. The Director of Residential Services, in cooperation with the Office of Admissions, then collects information concerning new students' preferences and, to the extent that it is feasible, acknowledges those preferences when making new student residence assignments. New students can expect to be informed of their residence assignments sometime during the summer months.

Each residence is equipped with the essential articles of furniture: bed, mattress, wardrobe/closet/bureau, desk, and desk chair. Residents provide their own linens, pillows, blankets, spreads, lamps, and other occasional furniture and decorations. Existing State and City building and occupancy regulations stipulate that all decorative wall coverings must be rendered "flame resistant." If decorative wall coverings have been rendered flame resistant, the owner should have a dated certificate of flameproofing or evidence of the material used in the process. Cooperation by residents is necessary in order to permit the College to operate its multiple-occupancy dwellings.

The Southern New England Telephone Company has installed a telephone jack in each residence, and residents make their own arrangements with the Company if they wish to contract for private service. Most residents do contract for that private service.

Residences are expected to be kept reasonably clean and neat, and residents should make a particular effort to leave their accommodations in good order prior to departing for vacations. All residences are checked when completely vacated, and residents are held financially responsible for all repairs/replacements/cleaning deemed necessary as a result of unreasonable use and wear.

Requests for repairs and other matters pertaining to campus residences should be directed to the Office of Residential Services or to the Department of Buildings and Grounds.

The College (through the Department of Buildings and Grounds) will receive and temporarily store, under lock and key, the personal property that is shipped to the College by students. The College will notify the owner of the arrival of the property. That personal property is not insured by the College, and the College disclaims all responsibility for that property against damage and theft.

Combination locks are provided for residential security, and residents are encouraged to keep their residences locked at all times. A security officer will assist students who are locked out of their residences. Combinations to residences are obtained and changed through the Office of Residential Services.

Solicitors, canvassers, salesmen, peddlers, and other unauthorized persons are not permitted to enter College buildings. Residents should neither negotiate with such persons nor should they admit them to their rooms. Their presence should be reported to Campus Security or to an officer of the College.

Vandalism, excessive noise, and other acts of inconsideration will not be tolerated by the College community. Offenders will be subject to action by the Offices of the Dean of Students and/or Residential Services.

The Resident Coordinator/Assistant Program

A select number of undergraduates are appointed as resident liaisons to the Office of Residential Services and are trained to provide counseling and general assistance to other undergraduate residents. The responsibilities of those Resident Coordinators and Resident Assistants include peer counseling, residential programming, and selected safety, security and maintenance functions.

At least one Resident Assistant is assigned to each dormitory or apartment building, and one Resident Coordinator is assigned to each of the five residential areas of the campus: the Crescent Street/New Britain Avenue area, the South Campus area, the Elton/Jones area, the Quad area, and the Vernon Street/Allen Place area.

Resident Assistants assist with the orientation of students who are new to the College, and they are always available to answer any questions concerning an undergraduate's stay at the College.

The Residential Contract (1985-86)

I (prospective resident) understand my responsibilities and obligations as a resident of the College and the conditions and requirements of on-campus residence as referenced in the published *Guidelines for On-Campus Residence 1985-86*. Upon acceptance of a residence assignment (either in person or through an authorized proxy/representative), I agree to assume my responsibilities and obligations, realizing that failure to act in accordance with those responsibilities and obligations, with College Regulations, and with the referenced *Guidelines* may result in my being subject to one or more penalties authorized by the College and described in the *Trinity College Handbook*.

Trinity College agrees to provide the residence assignment in accordance with the terms set forth in the published *Guidelines for On-Campus Residence 1985-86*.

GUIDELINES FOR ON-CAMPUS RESIDENCE

1985-86

Residence on-campus is to be perceived as a privilege, not a right.

Each resident must respect others' rights to privacy and to the conditions necessary for study. Excessive noise, incivility, and other acts of inconsideration will not be tolerated.

Residents must avoid situations which jeopardize their own or others' safety/security: weapons, explosives, fireworks, the use of fireplaces, and the construction of lofts are prohibited; residents are not permitted on the roof of any dormitory/apartment building; kitchen appliances (with the exception of refrigerators and electric coffee pots) and hot plates or other units with exposed heating or open flame surfaces are prohibited unless provided in residences equipped with kitchen facilities.

Residents are expected to maintain their residences (including multiple-use facilities) in the same state and condition received as reasonable use and wear permit. Outside antennae or other devices may not be installed on the exterior of any residence. With the exception of appropriate furniture removal and storage, no facility or property alterations may be made (including painting) without the prior written permission of the Office of Residential Services. Appropriate furniture removal and storage must be authorized by a Resident Coordinator, Resident Assistant, or the Office of Residential Services.

Residents are expected to occupy the accommodations assigned by the Office of Residential Services. All residence (re)assignments must be approved by the Director of Residential Services before an individual may occupy (new) on-campus accommodations.

Residents are responsible for allowing to reside in their accommodations only others assigned to the accommodations or occasional guests of those so assigned. Residents will be held personally/financially accountable for the actions of their guests.

Residents must make their own provisions for insuring personal property against loss, theft, or destruction. The College cannot be held responsible for the loss of or damage to any personal property located in any residences or storage areas.

Residents are required to pay their term rental prior to assuming occupancy and are expected to abide by all published fee and occupancy schedules.

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The College will maintain its dormitories and apartment buildings in a reasonable state of repair and will supply custodial service for public areas.

The College will make its accommodations available to residents approximately 48 hours prior to the start of each semester's classes. Campus residences will then be closed for the Winter and Summer vacations.

The College's responsibilities under a Residential Contract remain in force only so long as the resident is matriculated and enrolled as a Trinity undergraduate. Residents who withdraw from the College must vacate their accommodations within 48 hours of the time of their withdrawal.

The College cannot provide its undergraduates with a guarantee of on-campus accommodations for the duration of their stay at the College.

The College may delay in enforcing any of its rights under a Residential Contract without losing them. Furthermore, the College may elect to waive

any of its rights under a Residential Contract without jeopardizing any other rights so granted.

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The right of individuals to regulate their personal lives without undue intrusion or interference is essential to human dignity. In matters not involving the immediate physical well-being of a resident, the College does not assume the role of "in loco parentis"; however, the College may rely on its disciplinary procedures should a resident's conduct fail to meet standards of ordinary prudence. In this regard, all College Regulations and authorized penalties described in *The Trinity College Handbook* apply and:

When a member of the police or of another government agency seeks permission of the College to search a resident's room, such permission will not be granted without a warrant. Undergraduates (including room-mates) have no authority to grant permission to such agencies to conduct searches of property of individuals in absentia, and the Director of Campus Security, the Dean of Students, or the Administrator-on-Call must be immediately notified of such agencies' presence and intent.

When a College official seeks access to a resident's room to determine compliance with College Regulations applicable to the unit, the resident should be notified in advance of the entry and should, under such circumstances, be permitted to be present. In matters where danger to life, safety, health, or property, or when a violation of the terms of a Residential Contract is reasonably feared, or when a disturbance is taking place, entry of a residence by a College official does not require advance notice. If the resident is not present at the time of entry of a residence by a College official, then a disinterested party should be sought to accompany the official, and the occupant is to be notified by the appropriate official as soon thereafter as possible.

In all cases, entry of a residence should be signaled by a knock at the door.

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Trinity College does not discriminate on the basis of sex, handicap, race, color, creed, or national or ethnic origin in the administration of its residential programs.

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CONTRACT PERIODS OF OCCUPANCY

Fall Term 9:00 a.m., August 31st to Noon, December 21st

Spring Term Noon, January 14th to Noon, May 22nd

Residents are not permitted to remain in campus accommodations during the Winter and Summer vacations without the prior written permission of the Office of Residential Services. Undergraduates who attempt to enter and/or remain in campus residences during those periods of closure without the prior approval of the Office will be subject to financial penalty.

Residents who do not contract for the Spring Term must completely vacate their Fall Term accommodations by the Fall Term closure date. All residents must completely vacate their accommodations by the Spring Term closure date. (Exception: If commencement exercises are scheduled to occur after the Spring Term closure date, the College may grant Commencement participants an extension.)

ASSUMING OCCUPANCY

Residents are responsible for the condition of their residences and their furnishings during their periods of occupancy. For their own protection, residents are responsible for obtaining, completing, and submitting a Residence Condition Report to the Office of Residential Services within 48 hours of assuming occupancy of any on-campus accommodation — a Report must be submitted for every residence occupied. Failure to so report damages or furniture shortages discovered upon assuming occupancy may result in the resident's being held financially responsible for all repairs/replacements deemed necessary as a result of unreasonable use and wear.

ALTERATIONS/FURNITURE REMOVAL

Residents must reimburse the College for the cost of replacing lost/misplaced furniture or repairing damage (including unauthorized alterations and debris necessitating excessive cleanup) done to residential facilities/property. When a Resident Coordinator, Resident Assistant, or the Office of Residential Services has authorized furniture removal, the resident is responsible for ascertaining that the item is appropriately stored and then returned to the residence prior to vacating.

USE OF LOUNGES/STUDIES

Common area furnishings are provided for the use of all residents and may not be removed from the common area. Appropriation of such furnishings is regarded as theft, punishable by a full replacement cost fine and the immediate eviction from campus housing of all parties involved. Any common area alteration is strictly prohibited without the prior written approval of the Office of Residential Services.

Residential common areas are reserved for use by only the unit residents. Under no circumstances may off-campus or campus groups use common areas for their activities.

STORAGE

Term-time storage will be made available to residents, with storage areas being made accessible at the beginning and end of each term. During the term, residents must arrange with a Resident Coordinator or Resident Assistant for access to storage.

Items placed in storage must be logged and tagged by a Resident Coordinator or Resident Assistant; residents will be required to present identification when removing articles from storage. Items of value should *not* be placed in any storage area.

Residents must remove all stored items by the Spring Term closure date. During the summer months, the Department of Buildings and Grounds will clear storage areas, disposing of any remaining items.

SAFETY/SECURITY

Personal safety and security are both community and individual responsibilities. Safety and security systems are maintained for the general welfare of the community and are not to be misused/abused.

Solicitors, canvassers, sales/delivery persons, peddlers, and other unauthorized persons are not permitted to enter residential facilities. Residents should neither negotiate with such persons nor admit them to campus facilities, but should rather notify Campus Security or the Mather Campus

Center Front Desk of any persons who do not belong in the residential facilities of the College.

Locking Systems

Exterior doors must always be kept closed and locked, and exterior door combinations are not to be released to anyone who is not affiliated with the College.

The doors of individual residences should be kept closed and locked, and windows should also be kept closed and locked when residences are left unattended. Residents should not give out their room combinations and should always inquire as to who is at the door.

In the event that a resident should desire a change of lock combination, the Office of Residential Services must be contacted. Under no circumstances may residents change combinations.

Fire Safety Systems

A fire alarm is, in effect, a College order to evacuate the building. All occupants must follow the directions of staff and fire safety officers, and all undergraduates must familiarize themselves with emergency exit locations and evacuation procedures. For reasons of emergency egress, clear and unobstructed access to exits must be maintained. Even the temporary obstruction of an exit is prohibited.

The misuse/abuse of fire safety systems (e.g., fire boxes, alarms, detectors, sprinklers, and extinguishers) violates College Regulations and, if such action results in a response from the local Fire Department, is in violation of State and local ordinances. Abuse of such systems will result in payment of damages as well as immediate eviction and indefinite restriction from campus housing.

Out of regard for fire safety, all issued precautions/instructions must be observed and the use of electrical appliances and combustible materials controlled. Cooking in units not provided with full kitchen facilities is prohibited. Decorative wall coverings must have been rendered "flame resistant," and the owner should have a dated certificate of flameproofing or evidence of the material used in the process.

GUESTS

In permitting the occasional overnight accommodation of guests, each resident is responsible for guaranteeing that no other resident will be inconvenienced and that the capacity of the residence (as determined by the College at the time of assignment) will not be exceeded. For any such accommodation to be permitted, it must first be agreed to by all parties affected.

PETS

Residents are not permitted to maintain animals in the residences unless a handicap so requires. Failure to observe that prohibition may result in an initial fine of \$50, increasing to as much as \$200 if the pet is not immediately removed. Exceptions may be made for small caged pets (e.g., hamsters, guinea pigs, gerbils, birds, turtles, and fish) provided that humane conditions are offered and that danger, noise, odor, or disposal of waste do not present a problem for roommates, neighbors, or any residential/housekeeping staff.

NOISE/HORSEPLAY/VANDALISM

Requests for quiet and established 'quiet hours' are expected to be honored.

Horseplay is not to be engaged in within a residential unit. Aside from the property damage which it invariably yields, horseplay can result in serious injuries.

Theft or willful endangerment, destruction, damage, defacement, or other misuse/abuse of College property or the property of others will not be tolerated. Disciplinary penalties as severe as suspension may be levied against undergraduates who wantonly destroy or misuse College property.

In the event that damages occur accidentally, those responsible are encouraged to immediately contact the Office of Residential Services in order to avoid serious disciplinary action. Assuming responsibility for accidents may require reimbursement for damages; however, evasion of responsibility will most certainly yield stringent penalties.

SPECIAL ARRANGEMENTS

The College will take into consideration requests for special accommodations and may provide certain residence assignments that acknowledge special residential requirements. Special assignments are granted to yield the following residential arrangements: Handicapped/Medical/Dietary assignments; Program, Cooking (including Married Student) and Host Group assignments; Coordinator/Assistant assignments. Those special arrangements are certified at the time of assignment to a residence, and any misuse/abuse of a special arrangement or any change in circumstance which invalidates the need for a special assignment allows the College to terminate the Contract and take possession of the assigned accommodations.

WITHDRAWAL FROM A RESIDENTIAL CONTRACT/ FORFEITURE OF DEPOSITS

Rental charges and deposit forfeitures are based upon the date of *receipt* of *written* notification of withdrawal from a Residential Contract; therefore, *residents must correspond with the Office of Residential Services* as soon as the decision is made to withdraw from a Contract.

When voluntary withdrawal from a Contract occurs prior to the eighth week of the term, rental is prorated and, if a deposit must be forfeited, the entire deposit (the semester's deposit and any deposit held for crediting toward a second semester's rental) is forfeited. During or after the eighth week, individuals are required to pay rental for the full semester and, if a deposit must be forfeited, any deposit held for crediting toward a second semester's rental will be lost by the resident. [Note: A Deposit Waiver (available to aid recipients through the Office of Financial Aid and presented in lieu of a deposit) does not exempt a recipient from the terms of deposit forfeiture. If the terms of a withdrawal from a Contract demand forfeiture of a deposit, a Deposit Waiver recipient may then be required to reimburse the amount forfeited.]

Forfeiture of a deposit is required unless withdrawal from a Contract is a result of withdrawal from the College or participation in an approved program which requires off-campus residence; however, in any situation, forfeiture of an entire deposit is automatic if written notification of with-

drawal from a Contract is not received by the Office of Residential Services by August 1st for the Fall Term and by December 1st for the Spring Term.

If a resident fails to occupy a residence within the first week of classes in the term contracted for, it may be assumed that the resident has withdrawn and that a legitimate vacancy exists.

FILLING OF RESIDENTIAL VACANCIES/CHANGES IN RESIDENCE ASSIGNMENTS

In the event that an undergraduate withdraws from a single-occupancy residence, the Office of Residential Services reassigns the vacancy.

In the event that an undergraduate withdraws from a multiple-occupancy residence, the Office of Residential Services may assign an occupant to the vacancy if the remaining occupants do not immediately select a replacement. If a replacement is selected, that individual must immediately contact the Office of Residential Services to negotiate assignment to the vacancy.

To be considered for (re)assignment to a single-occupancy residence or to an unspecified multiple-occupancy residence, a resident must contact the Office of Residential Services.

NOTE: Before a vacancy may be occupied or any change in residence (including switches) made, the **written** approval of the Director of Residential Services must be secured. Failure of an individual to obtain that approval prior to occupying (new) accommodations may result in a \$10 fine for every day of illegal occupancy.

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ANY FORM OF RESIDENCE SELECTION PROCESS FRAUD (misuse of Priority Numbers, special considerations, etc. as delineated by the 1985 Process Instructions) may invalidate a Residential Contract.

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ANY VIOLATION OF A RESIDENTIAL CONTRACT allows the College to terminate the Contract, take possession of the assigned accommodations, and hold the resident responsible for the remainder of the term rental. This agreement shall be enforced, at the option of the College, through legal proceedings and/or by invoking the Administrative Procedures in Matters of Discipline and Dispute (as described in the *Trinity College Handbook*).

The Chapel

Trinity College was founded by members of the Episcopal Church, and the Charter, granted May 16, 1823, provided that the College "shall not make the religious tenets of any person a condition of admission to any privilege in said College," whether as a student or teacher. From this beginning Trinity continues to be an independent college having this historic relationship with the Episcopal Church as well as a Chapel and Chaplaincy.

Founded in freedom, Trinity is proud that a diversity of religious affiliations exists in its student body. The College provides resources and an atmosphere where the religious dimension of life is taken seriously and examined. All its members may find Trinity not only a place for deepening their own faith as a part of the educational process but also a place where the educational process is confronted by the perspective of faith.

The College Chapel is both a part of Trinity College and also a Christian church maintained by an endowment provided by benefactors. It is under the jurisdiction of the Episcopal Bishop of Connecticut. The regular services

of the Chapel, while deriving from many and often ecumenical sources, accord with the provisions and traditions of the Episcopal Church. Other Christian communities may use the Chapel on occasion for services; as determined by the Newman Chaplain, Roman Catholic Mass is celebrated in the Crypt Chapel at 5:00 p.m. on Tuesdays and at noon on Sundays in the Chapel.

The Trinity College Chapel functions under the jurisdiction of the Episcopal Bishop of Connecticut. Within the context of Episcopal Canon Law the Chapel and its facilities are available to members of the College for baptisms, weddings, funerals and other special services. Weddings in the Trinity College Chapel will normally follow the rites and ceremonies of The Book of Common Prayer, at the direction of the Chaplain of the College. Marriages conducted by him are expected to follow the canonical procedures of the Episcopal Church, under the authority of the Bishop of Connecticut. Either the bride or the groom must be a baptized Christian.

Permission will be granted by the bishop to another member of the Episcopal clergy or to one from another Christian body to officiate at a wedding upon the recommendation of the Chaplain. Such permission will usually be given only if there is a close association between one or both of the marrying couple and the person conducting the service. In instances involving non-Episcopal clergy, the forms and policies of the officiant's church will be followed, in consultation with the Chaplain.

At the present time, the policy of the Archdiocese of Hartford expects a couple who are both Roman Catholic to arrange their marriage in their proper parish. In cases of mixed (or ecumenical) marriages, special arrangements for the marriage to take place in the Trinity Chapel and for a Roman Catholic priest to participate may be made through the proper pastor and the Archdiocesan Chancery.

At the Eucharist in the College Chapel those persons who wish to respond to the service and to participate fully in the Eucharist are invited to do so, and this is not understood as a change in their own denominational allegiance.

The College holds certain of its own events in the Chapel, such as Matriculation and Honors Day. These services follow the College's own tradition, and hymns and prayers are non-denominational in character.

Many musical events take place in the Chapel and often use its fine organ. Occasionally the Chapel is used for dramatic productions and the showing of films.

The Undercroft of the Chapel is available for use by campus groups. The Roman Catholic priest uses this room as a campus office. The piano in this room and the organs of the Chapel are available for practice under supervision of the Organist of the College.

The Chapel often joins campus religious groups in sponsoring such activities of common concerns as lectures, Succoth brunches, discussions, etc. The Office of the Chapel tries to assist the religious groups wherever possible. A large portion of the offerings at Chapel services is given to support the ecumenical work of the Greater Hartford Campus Ministry and student community service projects.

Weekday services are conducted by members of the College. On Sundays the Eucharist is celebrated at 10:30 a.m. The Chapel often brings prominent Christian thinkers and leaders to the campus to speak in the Chapel or elsewhere on campus.

All members of the College are invited to attend and participate in the

services of the Chapel and to share the duties of acolytes, lay-readers and ushers. A student sacristan chosen from each class assists at all services.

The Trinity College Chapel is a community of commitment which witnesses and celebrates the religious perspective and raises the issues which it reveals in contemporary life. With the Trinity Hillel, Newman Apostolate and the Greater Hartford Campus Ministry, the Chapel maintains the value for college life of commitment, questioning and conviction within a community and tradition.

Ferris Athletic Center

Use of the Ferris Athletic Center by all elements of the campus community and alumni has continued to exceed the College's most optimistic expectations. Programs involving neighborhood and disadvantaged youngsters have also been accommodated in the new facilities.

The Athletic Center is, however, experiencing serious problems in connection with its evening and weekend operation. Use of the facilities by a burgeoning number of unauthorized persons has resulted in two unfortunate consequences. First, there has been serious overcrowding so that Trinity students and faculty are often without play space; and second, there have been recurrent instances of malicious vandalism and theft. In the interest of preserving priority rights to these facilities, controls have been instituted upon admission to the Center on evenings and weekends. They are as follows:

1. The only door which will be open is the one facing west toward the walk up to the Austin Arts Center. This is the door which is immediately adjacent to the wrestling room, and below the locker room complex. Please keep informed of the times and dates the Center is open.
2. There will be a student worker at this door who will request identification of all who enter. Students must produce their ID cards, and faculty and administration members should show their Athletic ID cards. (Note: if any member of the faculty or administration has not received his or her Athletic ID card, we will issue one immediately upon notification.) No one will be admitted who cannot produce proper identification.
3. Faculty and administration members or students who wish to bring a guest may do so, but they must secure a special pass from the Athletic Director's Office in advance, and present it upon admission to the Center.
4. Faculty and administration members or students who wish to bring a group in at any time, including weekends, must make arrangements to do so through the Athletic Director's Office.
5. Some of the Center's facilities will not be open during the evening and weekend hours.
6. Issue of locks, lockers, and towels will be limited to undergraduate students, faculty, and staff. Master's Degree candidates and Graduate Scholars, upon payment of a \$60.00 fee in lieu of the undergraduate "General Fee" of \$380.00 will also be entitled to the above privileges.

These measures are being taken not to discourage use of the Ferris Center, but rather to protect the rights of the campus community for optimum use and to minimize the need for added security costs.

The Library

The Library contains over 716,000 volumes and subscribes to over 1,900 periodicals. The building is air-conditioned and has seating for about 650. The Audiovisual Collection includes over 115,000 slides, 9,500 records, 2,000 cassettes, 380 video tapes and 85 films. The Watkinson Library on the A floor contains special collections and rare books. The Library is a partial depository of U.S. Government Documents, receiving 45% of all documents published.

HOURS

The Library is open during term time Monday through Friday from 8:30 a.m. to 12:00 midnight; on Saturday from 9:30 a.m. to 12:00 midnight; on Sunday from 12:00 noon to 12:00 midnight. Special schedules are posted for vacation.

LOANS

The loan period is a minimum of one month and a maximum of two months. The date due stamp is set at the first of the month and remains set for the month (e.g., books borrowed in January are due on March 1).

Books may be borrowed for a semester for use in connection with a thesis or other research project by requesting this privilege at the Circulation Desk. This is normally restricted to seniors. The Circulation Department reserves the right to limit the number of books borrowed for this period by any one borrower.

Any book is subject to recall from any borrower for another reader. The former is allowed 7 days from the date of recall in which to return the book.

FINES

Fines for overdue books are payable at the Library when the books are returned. Failure to pay a fine at the time that it is due results in the fine continuing to mount to a fixed maximum until it is paid.

The fine for a stack book is 10¢ per day for each day overdue until the book is returned.

The fine for a closed reserve book, i.e. a two-hour book, is \$1.00 per hour for each hour overdue until the book is returned.

Fines are not initially chargeable to a student's General Deposit account. However, if a student allows a fine to run to the maximum charge without making payment, it remains as a charge against him/her and is sent to the Treasurer's Office to be charged to his/her General Deposit at the end of the academic year. All remaining charges are added to the term bill by the Treasurer's Office.

FAILURE TO RETURN LIBRARY BOOKS

A student who fails to return overdue or "re-called" books receives one notice from the Circulation Department. Failure to respond to this notice results in a letter from the Librarian.

If a student still fails to fulfill his/her library obligations, the cost of the books will be charged to the General Deposit, or added to the following term bill. Transcripts will be withheld for graduating students until their library obligations are fulfilled.

LOST BOOKS

The replacement cost for an "in-print" book reported lost is the list price of the book plus a \$5.00 processing charge to cover the cost of reordering and re-cataloging the book. The replacement cost for an "out-of-print" book

reported lost is \$50.00 plus a \$5.00 processing charge. Replacement costs may be charged against a student's General Deposit account.

LIBRARY ACCESS

Trinity's Library is the largest academic library in the Greater Hartford area and consequently attracts individuals not associated with Trinity College. Because of limited staff and space it is necessary to restrict access to the Library to members of the Trinity community. Students from member institutions of the Greater Hartford Consortium for Higher Education are admitted during the day until 4:30 p.m. Trinity students receive the same privileges at other Consortium institutions. Students from other schools and colleges are given reference privileges upon presentation of letters from their librarians explaining their needs, or upon payment of a reference fee. The reference fee is \$25.00 a year.

SECURITY

An electronic security system is in operation to insure that all books are available for the use of students. All materials must be properly charged out at the Circulation Desk. Failure to do so will cause the exit gate to lock.

USE OF OTHER LIBRARIES

Trinity students from Connecticut may use their home public library cards to borrow at Hartford Public Library under the Connecticard Program. Students from other states should consult the Lending Department at Hartford Public Library for borrowing privileges.

Reference privileges are available to Trinity students at Connecticut State Library, Hartford Public Library, Institute of Living Library, Hartford Graduate Center Library and University of Connecticut Health Center Library. Trinity students wishing to use other academic libraries should consult the Reference Librarian. In some cases a letter of introduction may be required.

INTERLIBRARY LOANS AND PHOTOCOPY REQUESTS

Interlibrary loan requests are limited to graduate students and those undergraduates writing theses or involved in other major research projects. Photocopies will be obtained for undergraduates. Any exception to these guidelines is made by the Librarian. The Library participates in a teletype network to facilitate interlibrary loans and photocopy requests.

There is no charge for interlibrary loans. The charge for photocopies received through the teletype network is 10¢ per page, \$1.00 minimum. Libraries not on the teletype network charge for photocopies according to their individual billing policies.

Information sheets describing Library policies in fuller detail and Library resources are available from the information stand in the Library lobby. In addition, the Library publishes a monthly Newsletter.

COMPUTERIZED INFORMATION SEARCHES

The Library subscribes to both the DIALOG and BRS information retrieval services. Through these we have access to over 200 data-bases covering the sciences, the social sciences, and the humanities. Students may request a computer search through the Reference Department. There is no charge for the search; however, if any offline prints are generated, the user is expected to reimburse the Library for these.

Slide and Record Collection

The Slide and Record Collection is located on the lower level of the Austin Arts Center. The slide collection consists of over 140,000 images cover-

ing the history of art including Western, Far Eastern, Near Eastern, Ancient, Tribal and performing arts. The collection is for teaching purposes and is open to Trinity College faculty ONLY.

The record and cassette collection numbers over 7,000 recordings. The music materials include classical, popular, jazz, musical theatre and traditional music recordings. Spoken word recordings are collected in the areas of literature and oral history. Books on music and music scores are housed in the main Library. Listening materials do not circulate off campus.

Rules for the use of these collections are available in the S and R Collection.

Study Areas

Study areas generally available throughout the night are located in the Wheaton-Jackson-Smith Bridge Lounges. Students are expected to maintain those facilities in good order.

The Writing Center

Writing is hard work. Writing well is even harder. But, help is available.

Since 1977, the Writing Center has specialized in one-on-one confidential tutorials for any student who wants help with: discovering an idea worth writing about — for any subject; developing that idea with force and clarity; revising and editing a paper to make the idea even more compelling; and proofreading for errors that distract readers from the idea.

The staff can also suggest: how to take more efficient notes during lectures and while studying; how to prepare for an essay examination; and how to make a cover letter or a professional school application stand apart from the crowd's.

The Writing Center is located in 115 Vernon Street; the extension is 392. Call for an appointment or just drop by. They are open five days a week and two evenings. They have advice that works.

Trinity College Poetry Center

The primary purpose of the Center is to promote the writing and enjoyment of modern poetry.

The Center's major activity each year is to sponsor and administer the Poet-in-Residence Program on campus. This program brings a renowned poet to Trinity for about ten days during which time he/she gives public readings, attends classes and counsels individual student poets.

Students interested in becoming involved with the Center should contact Milli Silvestri, Coordinator, or Professor Hugh Ogden, English department.

Women's Center

The Trinity Women's Center is an advocate on feminist issues at the College. The Center sponsors lectures, discussions, courses, exhibits, films, and social events designed to heighten awareness and understanding of the ways in which women's issues affect Trinity women and men. Through its various activities, the Center strives to involve the Hartford, as well as the Trinity, community in discussions of gender and culture. The Center's facilities, which are available to all Trinity students, faculty, and staff, are located on the third floor of Mather Campus Center; they include lounge, office, and meeting space, a library, and a kitchenette.

The coordinator of the Women's Center, in conjunction with the Coordinating Committee, plans, implements, and oversees all the Women's Center events. She also plays an educational role for women's issues at the College,

and provides counseling and referrals when needed. In addition, the coordinator serves as the advisor to the Trinity Women's Organization.

William Gwinn Mather Campus Center

Mather Campus Center is a focal point of student activity on the campus. The building is open from 7:00 a.m. until 1:00 a.m., Sunday-Thursday, and 7:00 a.m.-2:00 a.m., Friday and Saturday, except during vacation periods or when the College is not in session.

DINING FACILITIES

Meal tickets are available to all students. Dining hours in the dining hall are: Monday through Friday, breakfast, 7:30-9:00 a.m.; continental breakfast, 9:00-9:30 a.m.; lunch, 11:30 a.m.-1:15 p.m.; and dinner, 5:15-7:00 p.m.; Saturday and Sunday, brunch from 10:30 a.m.-1:30 p.m., and dinner from 5:00-6:45 p.m.

Meal cards or cash payment are required for admission.

Meal tickets are not to be honored during Thanksgiving Vacation, from the end of exams until the first day of the following semester, and during Spring Vacation.

A snack bar, the "Cave," is open Monday through Thursday, 8:00 a.m.-11:00 p.m.; Friday, 8:00 a.m.-7:00 p.m.; Saturday, 10:00 a.m.-7:00 p.m.; and Sunday, 11:00 a.m.-11:00 p.m.

All diners are required to bus their trays to dish return areas.

There will be no resident dining program provided during Thanksgiving Vacation, during Winter Vacation, and in the summer.

Shoes and shirts must be worn in the dining halls, snack bar, and Pub. No food or equipment may be removed from the dining hall.

Public Health Code Regulation 19-13-1342 states:

"No live birds or animals shall be allowed in any area used for the storage, preparation or serving of food, or for the cleaning or storage of utensils, . . . or in any other area or facility used in the conduct of food service establishment operations, provided guide dogs accompanying blind persons may be permitted in dining rooms."

SERVICE FACILITIES

Information Desk: The Information Desk is operated 24 hours a day, seven days a week. This area has student directory assistance, class schedules, campus activity information and sports information (game schedules and scores when available). This area also posts special information such as housing, lottery numbers, schedule of finals, to list a few. The Information Desk is the security line on campus after 4:30 p.m. Monday through Thursday and Friday from 4:30 p.m. - 8:30 a.m. Monday. The Emergency Telephone Number is 522-6557 after 5:00 p.m. weekdays, all day Saturday and Sunday.

Lost and Found: Mather Information Desk does not operate as a general lost and found department. It accepts books and IDs; all other items are forwarded to Security.

Any thefts must be reported to the Director of Security. The Director can assist with insurance claims and in the notification of local law enforcement officials.

Game Room: The Game Room is located in the basement of Mather. Billiards and ping-pong are available as well as several video games. Tournaments can be arranged by seeing the Game Room Supervisor. Refunds - from the Assistant to the Director's office during business hours.

Print Shop: Poster making, ditto and duplicating services are available at the Mather Campus Center print shop. It is located on the second floor to the left of the Washington Room stage. A new feature of the print shop is a lettering machine which should prove useful in designing flyers. See the print shop supervisor for information. Completion of posters is guaranteed within seven days of the order, dittos within 24 hours, and duplicating services within 48 hours of the order except for large requests.

Vending Machines: There are a number of vending machines located in the dormitories and Mather. These machines are owned and operated by a private company. Should any of the machines malfunction or appear to be vandalized, please call Mather Campus Center (ext. 274 during business hours, ext. 234 all other times). Refunds are obtained from the Assistant to the Director's office during business hours. Problems with all other vending machines should be reported to the secretary of the building in which they are located.

Vendors: Mather sponsors a limited number of vendors who set up their wares in the basement lobby. These vendors are screened by the Mather staff as to quality of merchandise and general appeal to the student body. The campus center receives a percentage of their proceeds and uses it to further enhance Mather.

Iron Pony Pub: The Pub is located in the Cave. Hours of operation will be announced. The Pub follows Connecticut state laws concerning the dispensing of alcoholic beverages. IDs are required.

LAUNDRY FACILITIES

There are coin-operated laundromats open 24 hours a day in fourteen areas: Anadama, Clemens, Cook, Doonesbury, Frohman, Funston Hall, High Rise, Jackson Hall, Little, Stowe, Wiggins, Jarvis, Boardwalk, and Park Place. If problems arise with any of these machines, please call Mather Campus Center, ext. 274 during regular business hours. All other times report to Information Desk, ext. 234. Refunds are available during regular business hours.

STUDENT BUSINESSES

Soliciting, buying and selling on the campus is open only to Trinity undergraduates. Written permission must be obtained from the Office of the Dean of Students. Permits must be renewed annually. Failure to obtain a permit before conducting business or failure to adhere to the rules herein may result in administrative action. Concessions may not be sold. The right to sell products/services may be abridged if it is determined to be an infringement on standing contracts existing between the College and various vendors already on campus.

Students who are involved in selling goods or services (i.e., advertising) outside Trinity College, that is to citizens or merchants of the greater Hartford area, do so on their own. The College does not assume any responsibility for these types of business ventures. Written permits will not be granted to students who solicit for advertising space unless it is for use in an approved College publication.

Any student, sport team or student group planning a raffle or lottery must adhere to State laws governing these activities. Permission must also be secured from the Office of the Dean of Students.

THE FOLLETT TRINITY COLLEGE BOOKSTORE

The Trinity College Bookstore is leased and operated by the Follett Corporation of Chicago, Illinois. It is located on the lower level of Mather Campus Center and is open during the regular academic year Monday through Friday, 9:00 a.m. to 5:00 p.m. Additional extended hours are offered at the term openings and on special Saturdays which are noted in the weekly calendar.

The primary function of the bookstore is to make all required textbooks and classroom supplies available. In addition the bookstore stocks reference materials, general reading books, sundries, magazines and souvenir items. Special services available to students are: (1) special ordering of books, (2) book-buying at the end of each term, and (3) check cashing.

Since the check-cashing service is of vital interest to students, it is appropriate to list the regulations: (1) a Trinity ID is required to cash checks; (2) checks may be cashed between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday; (3) there is a \$50.00 limit for personal checks, none for payroll checks unless store funds dictate a ceiling; and (4) there is a nominal service charge per check cashed. Cashing checks is a privilege for students — and habitual "bouncing" of checks will result in revocation of the privilege.

POST OFFICE

The Post Office, under the supervision of the Director of Mather Campus Center, is located on the lower level. The office is open for all postal services between 9:30 a.m. and 4:30 p.m., Monday through Friday. The post office is equipped to handle money orders, special delivery, certified, insured and registered mail, parcel post and the sale of postage stamps.

First Class Mail and Parcel Post arrive on campus at approximately 9:00 a.m. on Monday through Saturday. The outgoing mails are at 12:00 and 2:45 p.m. on Monday through Friday; 4:00 p.m. Saturday from the mailbox in the basement of Mather Campus Center. Stuffing of mailboxes is permitted with prior permission from the postmaster. *NO one is admitted* in the post office before 11:00 a.m. Arrangements for special return boxes for questionnaires, volunteer work, etc., should be made with the Director of Mather Campus Center. General publicity for activities should be placed on the distribution table, Mather basement.

No money should be placed in campus mail. You may get permission to place it in the box yourself.

Each student is assigned a postal box for the four-year stay on the Trinity campus. It is essential that all mail, parcel post and express be addressed in care of the postal box number, not the dormitory room. Please use the current directory for post office number information.

A. General Information

1. Use postal box numbers on all inter-campus mail for students. Notify your friends, relatives, and magazine publishers of your box number.
2. Collect your own mail. Postal employees are not permitted to give mail to anyone but the addressee.
3. Local express companies will not deliver to individual dormitory rooms. Address such packages c/o postal box of student. The student is responsible for picking up such shipments in the post office.
4. Parcel post delivery is made to the post office each morning. Notices will be placed in addressee's mailbox.
5. Special delivery mail arriving after the post office is closed will be

delivered to the Information Desk of Mather Campus Center. The student on duty will make every attempt to notify the addressee. If the addressee is not reached, the mail will be processed through the College post office during regularly scheduled hours of operation.

6. Themes, term or test papers cannot be accepted for distribution through the campus mail unless put in an envelope and addressed.
7. When the College is closed for vacation or semester breaks, notify magazine and newspaper companies since the post office has no facilities to store newspapers or magazines. First class mail will be forwarded.
8. When going on Open Semester or the Exchange Program, notify the Post Office and all correspondents of the new address.

B. Post Office Stuffing Policy

1. *No blanket stuffing of mailboxes is permitted.* A distribution table on the first floor of Mather Campus Center should be used for flyers, publicity, etc.
2. Questionnaires or other notices that are to be filled out and returned to a certain individual cannot be handled by the post office unless the returning information is in envelopes with box numbers. Space is available at the Information Desk of Mather Campus Center or at survey boxes in the basement of Mather to any student or organization for such returns. These boxes are available on a first-come, first-serve basis. Make arrangements with the Director of Mather Campus Center.

CAMPUS SECURITY

Motor Vehicles on Campus

PARKING RULES, REGULATIONS, AND PENALTIES

Trinity College appreciates the cooperation and courtesy shown to one another by students, staff, faculty and friends who observe the established rules and regulations.

Rules and regulations have been put into effect to control the use of limited parking facilities and to eliminate inconvenience and dangers to members of the community. These rules are *subject to change* upon notification of the student body.

Due to an ever-increasing flow of traffic through the campus, students are requested to cooperate by keeping the use of motor vehicles on campus at an absolute minimum.

I. General: Applicable to All Students, Administration, Faculty, Staff and Visitors

1. All vehicles used on or in the immediate vicinity of the campus by students, faculty, administrators and staff must be registered with the Director of Campus Security of Trinity College and must display a college decal. Students must display one of two college decals—either a campus parking permit or an off-campus registration. Registration is essential so that the Security Office can assist in cases of theft, fire, vandalism, motor vehicle accidents and in the control of traffic on campus. The Security Office may be unable to assist in such cases if the vehicle is not registered.
2. Each person using a vehicle on or near the campus should know and abide by the rules and regulations stated herein.

3. Trinity College assumes *no responsibility* for vehicles parked or operated on College property; the risk remains fully with the operator and/or the owner of the motor vehicle.
 4. It should be understood that from time to time blocks of parking spaces will be reserved for special events.
 5. Cars found abandoned or improperly parked or without state registration may be towed at the owner's expense.
 6. One is responsible for on-campus parking of any vehicle registered in one's name even though it is driven by another person.
 7. All personnel and students should obey the traffic control signs which are displayed on campus for the safety of pedestrians and to facilitate the movement of traffic.
 8. The speed limit on any College roadway is 15 M.P.H.
- II. Restrictions: Applicable to All Students, Faculty, Administration, Staff and Visitors**
1. Do not park on campus roads or driveways at any time.
 2. Sidewalks, lawns, or cultivated areas are not to be used as roadways or as parking areas at any time.
 3. Parking is forbidden at all times in delivery areas, loading platforms, service roads *and in front of any doorway or Fire Exit.*
 4. Do not park under any archways, South Campus lounges, or on any quad area.
 5. Do not park in such a manner that you are blocking other vehicles.
 6. Motor vehicles must never be brought into any dormitory or any other college building.

III. Faculty, Administration and Staff Registration

Faculty, administration and staff must register with the Director of Campus Security, Mather Campus Center, ext. 264. They may park in any authorized parking lot, between the designated white lines.

IV. Student Registration and Campus Parking Permits

Student registrations and parking permits must be obtained each academic year prior to the first day of classes or within 48 hours of the time the car is brought to Hartford. If, for any reason, one must operate a vehicle that is not registered with Trinity College, he/she should contact the Security Office within 48 hours and give the necessary information so the vehicle will not be tagged for failure to register.

The fee for an undergraduate parking permit, resident or non-resident is \$30 per year and is renewable in September of each academic year. Students obtaining a decal after the close of the first semester will be charged \$15 for the second semester. Students using any college parking facilities (those living in College Apartment housing) must have an "ON CAMPUS" parking permit. Decals may be obtained in the Security Office, Mather Hall basement.

In order to obtain a campus parking permit decal, the year, make, model, plate number of the vehicle and the vehicle identification number is required. No decal will be issued until the fee is paid.

Off-campus registration decals are issued for those who will use fraternity parking lots and to others who wish to use off-campus parking facilities near the College. Such vehicles *may not be parked* on any of the College-owned parking areas at any time. The registration fee is \$4.

Failure to register will result in a \$30 fine.

Temporary parking permits (a maximum of seven consecutive days, not

exceeding two weeks per year) will be issued at a cost of \$3.

Daily courtesy parking permits (not exceeding three consecutive days) will be issued *without cost*.

Due to lack of space the above restrictions must be observed, and the cooperation of all will make it possible for each motor vehicle owner in the Trinity community to have a suitable space in which to park.

Special students must also register with the Director of Campus Security in order to receive a campus parking permit. The registration fee is \$7. See Section V on student parking.

Students enrolled in other institutions in the Hartford Consortium for Higher Education — University of Hartford, St. Joseph College, Hartford College and The Hartford Graduate Center (TRICE) — whose vehicles are duly registered at that institution may park in designated student parking areas at Trinity College and are bound by the regulations applying to Trinity students. Wesleyan and Central Connecticut State University are also included.

Trinity students taking courses at colleges in the Consortium with valid Trinity stickers may park in student areas in those institutions, providing they abide by the regulations of each institution. *Responsibility for knowing the regulations at other Consortium institutions rests with the student.*

Graduate and summer school students shall register with the Graduate Office in order to receive a campus parking permit. The fee is \$5.

Graduate and summer school and special students must follow the parking rules and regulations applicable to all students during the hours of 8:00 a.m. to 5:00 p.m. daily. After 5:00 p.m. they may use any lot which is most readily available to them. See Section V.

A Trinity College motor vehicle campus parking permit decal will be issued upon registration and must be displayed on the lower right hand side of the front windshield or on the right front window.

Motorcycles, motorbikes, and scooters are defined as motor vehicles for the purpose of these regulations. (Note: They are also defined as motor vehicles by the State of Connecticut.) They should display the sticker on the rear fender.

Vehicles seen on campus and not bearing a Trinity parking permit decal will be checked with the state motor vehicle department to ascertain ownership.

All registration fees are applied to the construction, posting, security, maintenance, and improvement of campus parking areas and roads.

V. Student Parking

The following regulations are in effect year-round whether the College is in session or not:

1. Students living in College Apartment housing must have "ON CAMPUS" stickers.
2. Students with valid "ON CAMPUS" stickers may park at any time, 24 hours a day, only in the following authorized parking areas and within the designated white lines.
 - Austin Arts Center, rear
 - North Campus Lot, east of building
 - South Campus Lot, west of Buildings and Grounds
 - Field House Parking Lot, east and south side of building
 - Life Sciences Building, rear, south end

High Rise Lot, north side of building
 Ferris Gym, west side
 Broad and Vernon Street lot
 Boardwalk and Park Place, rear
 Trowbridge Lot, south of swimming pool

3. No undergraduate student parking is permitted in the Chemistry or Library lots from 8:00 a.m. to 11:00 p.m. daily except Saturdays and Sundays. This area is highly congested and must be left open to handle special events on campus, evening classes and other evening affairs.
4. Upperclassmen may use all other lots except Chemistry and Library from 5:00 p.m. to 8:00 a.m. Monday through Thursday and from 5:00 p.m. Friday to 8:00 a.m. Monday.
5. The roadway by Mather Campus Center will be closed to all traffic. There will be a Loading and Unloading Zone for College business only.
6. Students who wish to park on the city streets do so at their own risk and are subject to the parking laws and ordinances of the City of Hartford. One of the City's regulations is that there shall be no unreasonable parking on the City streets. (Three hours or more constitutes "unreasonable" parking.) Security suggests that students use the campus parking facilities.

WARNING: The roadway in front of the Life Sciences Building is not an authorized parking area.

VI. Penalties Applicable to Regulation Violations

The Security staff has the authority to impose fines for various breaches of parking and other regulations. Printed below is a list of the offenses and fines. Penalties apply to all members and employees of the College.

1. Overtime parking	\$ 3
2. Other improper parking	\$ 3
3. No parking/Restricted area	\$ 3
4. No parking on road/access area	\$ 3
5. Failure to display decal	\$ 5
6. Blocking parked vehicles	\$ 5
7. Driving M/V in pedestrian area	\$10
8. Violation of fire laws	\$20
9. Parking in handicapped zone	\$20
10. Reckless driving	\$20
11. Speeding	\$20
12. Driving M/V on lawn	\$20
13. Misuse of parking decal	\$30
14. Failure to register/change registration	\$30
15. Excessively loud sound device (stereos, radios, etc.)	\$10
16. Littering	\$15
17. Discharging of fireworks	\$15

Payments are to be made in cash or by check to the Security Office. The indicated fine must be paid within 10 days of the dated violation. Responsibility for receipt of payment rests with the violator. Failure to pay within 10 days will double the fine and result in charges through the appropriate disciplinary mechanism.

Responsibility for prompt payment rests with the violator.

Students with unpaid fines outstanding at the end of any semester will not be permitted to register in courses for the following semester until their fines are paid. Seniors must pay their fines before graduation.

VII. Appeals

Anyone questioning the validity of a parking violation may appeal to the Director of Campus Security. The appeal must be made within 5 days of the dated violation — Saturday, Sunday, and holidays excluded. Appeals denied can be brought before a designated appeals board, in writing, forwarded through the Director of Security.

VIII. Replacement of Parking Decal - Change in Vehicle Use

Any transfer of ownership such as a purchase, sale, or exchange of a vehicle which bears a Trinity registration decal must be reported promptly to the Security Officer.

If the registration decal is damaged or fails to adhere properly, it may be *exchanged* for another permit by applying at the Security Office.

Vehicles which change in class of use (e.g., staff or faculty vehicle which becomes student vehicle, special student vehicle which becomes a regular student vehicle, etc.) must have their registration changed with the Director of Security within 48 hours of the change. The fine for failure to change vehicle registration is \$30.

PERSONAL SAFETY AND PROTECTION

There is a fine line between trying to make people more conscious of their personal safety and frightening them into unproductive paranoia. The attempt here is not to frighten, but to persuade people to take their own safety and that of others very seriously.

We have been fortunate at Trinity in that we have not had many of the serious problems that so many other colleges have experienced. In general, the incidence of crime at Trinity over the past several years has declined, the result not only of the efforts of our campus security force, but also of our becoming more security-conscious and less inclined to take chances with our own safety. Learning how to be alert, to use common sense, to prevent unnecessary threats to one's safety and to that of others in the community is a part of one's education. Emergency numbers are listed below as well as on the back cover of this book. Keep these numbers handy; call them when there is need:

CAMPUS SECURITY

After hours emergency only, use ext. 264. Otherwise call Mather Campus Center Information Desk at ext. 234 or 527-3151.

HARTFORD POLICE DEPARTMENT

522-0111 (emergency only)

HARTFORD FIRE DEPARTMENT

522-1234

INFIRMARY

246-3932 or 527-3151, ext. 231 or 380

AMBULANCE

247-6792

Note: Three campus phones have a direct line to the Mather Information Desk. They are located in the lobby of McCook Math-Physics Center, the far north-end wall of the first floor of the Life Sciences Center, and in Hallden Lab in the hallway across from the computer room.

PERSONAL SECURITY PRECAUTIONS

There are precautions which you can take to lessen your chances and those of others of becoming victims of crime. Prevention is the best and first defense against crime. *REMEMBER THE COLLEGE CAMPUS IS NOT IMMUNE. ON THE CONTRARY, IT OFTEN ATTRACTS CERTAIN KINDS OF CRIMINALS, ESPECIALLY THOSE WHO, BECAUSE OF AGE AND APPEARANCE, ARE UNOBTUSIVE.* Always keep your ID card handy. If you are asked to identify yourself, please cooperate.

1. Be alert, observant, and aware of any out-of-the-ordinary occurrence or of any unknown person. Avoid dark, vacant areas and dangerous short cuts (especially in areas which afford hiding places for a would-be assailant). If you are being followed, head quickly for a lighted area or towards a group of people.
2. Never walk alone at night. Don't be embarrassed to ask another person to accompany you. If you must travel alone on campus after dark, please use the Escort System explained below. Should you use empty classrooms for study at night, don't study alone. If you use your office late at night, it is advisable to notify Security of your presence and to keep your door locked.
3. Keep your door locked at all times whether you are in the room or not. Never prop your door open. If you are leaving the room for even a few minutes, lock your door. Keep first floor windows locked when your room is not occupied. Do not let strangers into your room. Before you unlock your door, identify the caller. If unable to do so, ask the caller to slip an ID card under the door. While this may seem extreme, it is for your own protection.
4. Security Alert alarms and whistles are available in the Security Office. They should be used only in emergencies and not as toys. Should you hear someone cry for help, get aid immediately. If attacked, whether you are a man or woman, scream and, if possible, run.
5. If you remain on campus over holiday periods or when most students are away, room with another student. Determine who else is staying on the same floor and arrange a mutual check system with them. Leave your name with the Mather Information Desk.
6. Draw shades after dark and NEVER dress or undress in front of windows.
7. While driving in urban areas, keep all doors locked and windows rolled up. When you stop for traffic lights or at intersections, keep your car in gear. If threatened, blow your horn and drive away.
8. Be alert when you enter an elevator. It may be better to wait for an empty car than to get on with a stranger.
9. Do not hitchhike or pick up hitchhikers. Even in the company of another student this is a dangerous practice.
10. Use only your last name on mail boxes, door plates or your listing in the telephone directory.

Of utmost importance in averting the possibility of physical assault is not to run risks. This means avoiding dark and isolated areas in which an assault is possible; maintaining a safe distance from suspicious persons; and not opening the door to your residence before positively identifying the caller.

IF ATTACKED . . .

It is difficult to know how best to respond in the face of a serious threat of violence. Confronted by such a threat, you must consider which of many possible responses seems most appropriate under the circumstances. Frequently a calm, passive, "cool" response puts off or disarms such a threat. If actually attacked, your response will also depend on the circumstances. In some cases, a passive response has prevented a bad situation from becoming worse; in others, a violent reaction to violence has frightened off the aggressor. If compelled to resist an attack, do the best you can with your hands, feet, knees, and elbows, while screaming loudly as possible to attract help.

SECURITY ESCORT SERVICE

It is not advisable to walk alone, either on or off the campus. Whenever possible, one should seek out another who is heading in the same direction; students walking in pairs are less likely to be approached by muggers or rapists.

Trinity's Security Office provides an escort for students wishing to go from one point *on campus* to another during the hours of darkness. You are encouraged to use the escort service, which may be by car or on foot. The College is unable to provide escorts off campus. The following are guidelines for using the escort service:

1. Escorts for security purposes only are available by calling Mather Campus Center, 527-3151. Identify yourself and give your campus location and destination. Mather Campus Center will contact Security and then tell you approximately when a security officer will arrive. Meet the security officer upon arrival. Do not keep the officer waiting.
2. Those seeking an escort from a campus parking lot should contact the Mather Campus Center to request that a security officer meet them at the parking lot. You will be asked to give your name, make of car, and its license plate number. Mather Center will contact a security officer and tell you approximately when an officer will be available. When you arrive at the parking lot, stay in the car and keep the doors locked until the officer arrives.
3. Escorts will *only* be provided to a man or woman traveling alone or to two women.
4. Boundaries for escorts are:
 - Summit Street south to New Britain Avenue
 - New Britain Avenue east to Broad Street
 - Broad Street from New Britain Avenue north to Allen Place
 - Allen Place west to Summit Street

Emergency transportation will be provided to and from Hartford Hospital.

PREVENTION OF PROPERTY LOSS

Property theft is the most common type of reported crime at Trinity. In the past few years the incidence of theft has increased. The College does not take responsibility for the loss of personal property. Take the following precautions to decrease your chances of property loss:

1. Keep your doors **LOCKED AT ALL TIMES**.
 - Even if you leave for "just a minute." It takes only 20 SECONDS to burglarize a room, 6 SECONDS to rip off a locker.
 - Even if you are in the room with one or more friends. Armed

robbery is not a pleasant experience.

2. Don't give out your room or building combination to anyone! This includes your pizza man. These locks are for students' protection. Students may obtain combinations from Residential Services.
3. Identify callers before opening the door. Unpleasant incidents have occurred because students were careless in this respect. If you live in campus apartments, don't "buzz" callers in, go to the front door.
4. NEVER prop open dormitory doors or otherwise frustrate the lock system. If a door is propped open, close it. Report broken locks at once to Security or to Buildings and Grounds. If you encounter persons who are damaging locks or propping doors, report them to Security.
5. Don't leave valuables lying about in your room during the term or during vacations. Valuable belongings carelessly left about invite thieves.
6. Record the make, model and serial number of all typewriters, calculators, stereo equipment, television sets, radios and all other expensive items. Keep a description of other valuables, watches, rings, jewelry, etc.; if you possess expensive items in the last category, it is best to leave them at home or hide them carefully in your dormitory room.

The Security Office has "Operation Identification" forms and free pen engravers available to assist you. By investing a few minutes of your time, you will have a permanent record on file in Security. The Security Office also has forms and stickers for motor vehicle registrations.

7. Don't leave valuables in your car. If you must, put them in the trunk. Keep car doors locked and check your car daily to make sure it is all right. It is advised that your vehicle be equipped with an auto alarm or hidden disabling switch. These devices have been proven effective in preventing auto intrusion and car thefts.
8. Report suspicious persons and circumstances to Security immediately. Don't be afraid of being overcautious. If there is time, obtain good descriptions of such people and if a vehicle is used, jot down the license plate number, the make and the color of the car.
9. Solicitors are never officially allowed in dormitories or other College housing. For your own protection, do not permit someone who purports to be selling something into your room, and report such people immediately to Security.
10. Never leave purses or wallets lying around, especially when making a purchase on or off campus.
11. Encourage others to take these same precautions.
12. Check your parents' homeowner's insurance policy to ascertain whether your possessions are covered while at school. College insurance does not cover your personal property.
13. In the event that you should become victim of crime, report it immediately to Campus Security.

FIRE PREVENTION AND SAFETY

1. Know the location of the fire alarm and exit nearest your room.
2. Do not tamper with fire alarms or fire extinguishers.
3. Do not smoke in bed.
4. Keep flammable materials away from all heat sources. Do not use makeshift lampshades or put any material on top of a lampshade.

5. Do not overload electrical circuits.
6. Electrical appliances should never be left unattended. They should be unplugged when you leave your room or retire for the night. Pull out the plug by the plug, not by the wire. Never use water to put out an electrical fire.
7. Do not leave open flame sources unattended. All open flames should be extinguished even if left alone for the shortest time.
8. Do not clutter corridors and stairs; bicycles, chairs, desks, and storage are prohibited by law in all exit ways.
9. Do not store flammable liquids, gases or chemicals; this is only permitted in laboratories.

If you discover or suspect a fire:

1. Do not try to put the fire out. Sound the alarm in the building then evacuate the building immediately.
2. Call the Hartford Fire Department (522-1234) first and then Trinity Security (527-3151 ext. 264 or 492). Give as much information as you can:
 - a) The exact location,
 - b) your name,
 - c) your location.
3. Attempt rescue efforts only if there is no immediate danger to yourself. If you live near a person whose mobility, sight, or hearing is impaired, give that person whatever help is needed to leave the building.

If you are in a burning building:

1. Do not panic, THINK.
2. If there is smoke in the room, keep low to the floor, where the air will be fresher. Put a towel, wet if possible, over your mouth and nose.
3. Before passing through any doors, feel the metal doorknob. If it is hot, do not open the door. Attempt to exit through a window.
4. Open the windows slightly from the top, if possible (to let out smoke and heat) and from the bottom (to let in fresh air). Hang something (pillowcase, sheet, or shirt) to signal the Fire Department. **DO NOT JUMP.**
5. If you can open the door, first check to see that it is not hot to the touch. Then brace yourself against the door and open it slowly to make sure there is not flame or heavy smoke on the other side. If there is, close the door quickly.
6. If you are able to leave the room, close the door as you exit.
7. Go to the nearest exit or stairs. **DO NOT USE AN ELEVATOR.** If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.
8. If all exits on the floor are blocked, go back to your room, close the door, open the windows as described, wave something out the window and shout for help.
9. After evacuating the building, stand clear. Allow firefighting equipment to maneuver.
10. Follow the directions of the College Security and the Fire Department to maximize effectiveness in fighting the fire.
11. There will be fire drills held at various times. All occupants of the residence halls must cooperate with the speedy and orderly evacuation of the building when the fire alarms sound.

AGAINST RAPE

Women students on college campuses, whether urban, suburban, or rural, have always had to be concerned about the possibility of sexual assault. Trinity is no exception. The following gives basic information about assault prevention and the procedure to follow should an assault be attempted or actually occur.

REPORT ATTEMPTED OR ACTUAL ASSAULTS TO:

1. CAMPUS SECURITY, 527-3151, Ext. 264 or 492 (days);
2. MATHER INFORMATION DESK, Ext. 234 (nights);
3. HARTFORD POLICE, 522-0111;
4. THE SEXUAL ASSAULT CRISIS SERVICE, 522-6666.

Security alerts others on campus; the Crisis Service counselor will escort you to the Hospital and offer counseling on what to do to protect yourself from the emotional, physical or legal consequences of a sexual assault. The Service has a 24-hour hot line service. They offer support. (The police may be able to apprehend the assailant if you notify them immediately.) Police notification is essential if you later decide to press charges against your assailant in court, and it may remove a rapist from the campus and the streets.

PREVENTION OF SEXUAL ASSAULT

1. Rape is a crime of violence, primarily against women.
2. Most sexual assaults are planned in advance. Only the victim is surprised. Being alert is excellent prevention. Trust your intuition. If you are confronted by someone who makes you feel uncomfortable, don't argue with yourself. BE RUDE, DON'T BE RAPED! Report a person whose behavior is suspicious to the Security staff.
3. Self-confidence is a vital asset in defense against sexual assault. Walk confidently. Wear shoes that allow you to stride authoritatively and to move quickly. If a car slows up or pulls next to you, turn and run the other way if the occupants look suspicious. Anyone can run faster than a car can change directions.
4. Do not hitchhike or pick up hitchhikers. The savings in time or money are not worth the exposure to danger. You have no control of the situation once a car takes off. The Mather Campus Center is a good place to advertise for rides, but if you accept transportation be sure it is with someone you or your friends know.
5. At night, never walk alone. Escorts are available during hours of darkness from Security. Call Mather Campus Center, 527-3151, Ext. 234.
6. Half of all rapes happen indoors, frequently in people's homes. *Keep your door locked at all times, while you are in your room and even if you are leaving the room for only a few moments.* Identify callers before you unlock the door. If you don't recognize the name or voice, ask the person to slip an ID under the door. If the person won't, don't feel foolish about keeping the door locked, and notify Security to investigate.
7. Keep windows on ground floor closed and locked at night.
8. If you live off campus, use only your last name on the mailbox; invest in a peephole; insist that your landlord light corridors adequately; and install dead bolt locks. Call the Hartford Health Department Building Code Enforcement Division if your landlord does not comply. Leave

- a radio on or use a timer light to discourage intruders when you are out.
9. All garages and parking lots are places where you should be particularly alert. At night, park your car in a well-lighted area. Keep it locked and check the interior before you get in. Always have your keys in your hand. Keys can be used as an effective weapon if held in your fist with the keys protruding from between your fingers.
 10. While driving, keep all doors locked. If you must stop, be sure windows are nearly closed. If threatened, blow the horn and drive away.
 11. Take a self-defense class. They are offered by the Trinity Women's Center, Neighborhood Women Against Rape (525-2382), the YWCA (525-1163) or the Trinity Athletic Department. These classes will help you to feel strong and self-confident.
 12. Know yourself, your limitations and strengths. Think about the possibility of an attack seriously. Try to figure out what your reactions might be.

IF YOU ARE ASSAULTED . . .

It is difficult to know how best to respond in the face of a serious threat of violence. Your goal is to escape safely, not to stick around and beat up your assailant. Use your judgment, assess the problem confronting you, and adapt your tactics to that situation. Obviously, you won't use the same tactics on an armed man that you would on an unarmed one. REMEMBER YOU WANT TO GET AWAY — SAFELY!!

The following tactics have worked for others; you may wish to consider one or more of these options.

1. If you feel rape may be imminent, SCREAM! Screaming will attract attention, and it will also help you to build up your adrenalin for further defense.
2. Some would-be rapists have been persuaded or discouraged from persisting in an attack by a victim who has been quick or lucky enough to gauge an individual assailant's personality and speak to his fears or hopes. If possible, talk sanely, try to maintain composure. Some strategies that have been successful in the past include: "I have my period," or "I've got V.D." Or, remind your assailant that you have feelings, that you're a human being, that you don't want to be beaten, maimed or killed. *It is important to think about various approaches in advance and to use only those you can do convincingly.*
3. *Items you may carry and use to defend yourself include:*
 - A. A shrill alarm, which can be purchased in the Security Office or the Women's Center.
 - B. A shrill whistle secured to your wrist — around your neck it becomes a noose!
 - C. Pencils and pens.
 - D. Keys — held in your fist with the keys protruding from between your fingers. Keys can be used to scratch and poke.
 - E. Lighted cigarette — squash it out in his face.
 - F. Heavy ring — wear with the stone inside; go for a strong slap in the face.
 - G. A plastic lemon or aerosol can — aim for the eyes. Temporary blindness will give you valuable getaway time.
 - H. An umbrella — jab it into the chest.
4. Weapons that are always with you are your head, hands, mouth, feet

and elbows. Here are a few guidelines to help you use them most effectively:

- A. Don't throw your hands out or fling them aimlessly in the air — they can be grabbed and used to force you down.
- B. If you are grabbed around the neck from behind by:
 - a) a forearm; turn your throat into the crook of the assailant's elbow to stave off choking.
 - b) the hands; wrench the little fingers backward with a swift motion.
- C. A sudden, sharp, well-placed kick — in the knee — not necessarily in the groin, will knock your attacker off balance, as well as cause him a great deal of pain.
- D. A sharp jab aimed at the solar plexis may momentarily knock the wind out of your assailant.
- E. If you must use your hands, aim for the face; eyes, ears, nose and cheeks are particularly vulnerable and sensitive to scratches.
- F. Use your first two fingers and your thumb to jab into the eyes and nose.

AFTER AN ATTEMPTED OR ACTUAL ASSAULT . . .

- 1. Notice the direction and means of transportation the assailant took, then leave the scene of the assault and go someplace safe. Call Campus Security (527-3151, Ext. 234 or 264), the Hartford Police (522-0111), and the Sexual Assault Crisis Service (522-6666). As soon as you are able, write down a description of the attacker, the scene of the attack, details of what occurred — whatever you can remember. These may seem insignificant at the time, but may later support your case in court.
- 2. More than half of all sexual assaults are by people known to the victim. These assaults are the most awkward to report. They can be stopped most effectively. A person who rapes generally does so many times. Reporting assaults by "friends" or acquaintances is essential for your own protection and for others.
- 3. Reporting any assault is difficult but it will fulfill your responsibility to others.
- 4. It is imperative that a rape victim be examined by a physician as soon as possible in order to safeguard against venereal disease.

THE BUSINESS OFFICE (Payment of College Bills)

The Business Office is concerned with the handling of College bills, student loans and student organization accounts. All inquiries about bills and fees should be made to this office on the first floor of Williams Memorial.

Term bills are payable on the dates shown on the College Calendar — approximately two weeks prior to the start of each semester.

No student may receive his/her grades and course credits, degree, or an honorable dismissal until this office certifies that all his/her bills have been paid.

TRINITY COLLEGE REFUND POLICY

Tuition and Fees Refunds

Refunds will be made upon *written request* to the Student Accounts Office. Students who officially withdraw after tuition and fees are paid, but before classes begin, will be given a full refund of all charges, except for one hundred (\$100.00) which will be withheld to cover administrative costs in all refund cases. If the official withdrawal occurs after classes begin, tuition and fees are charged as follows:

1 day through 2 weeks	20%
Third week	40%
Fourth week	60%
Fifth week	80%
After fifth week	100%

Refunds will be credited first against financial aid awarded by the College, if any.

The date of withdrawal is established when the Registrar receives written notice from the student. Freshmen and transfer students withdrawing prior to the start of classes should submit such notice to the Director of Admissions.

Board Contract Refunds

Board fees will be refunded on a pro rata basis subject to approval of and official notification from the Food Service Director.

Room Deposits and Charges

Rental charges and deposit forfeitures are based upon the date of *receipt* of written notification or withdrawal from a Residential Contract; therefore, residents must correspond with the Office of Residential Services as soon as the decision is made to withdraw from a Contract.

When withdrawal from a Contract occurs prior to the eighth week of the term, rental is prorated and, if a deposit must be forfeited, the entire deposit (the semester's deposit and any deposit held for crediting toward a second semester's rental) is forfeited. During or after the eighth week, individuals are required to pay rental for the full semester and, if a deposit must be forfeited, any deposit held for crediting toward a second semester's rental will be lost by the resident.

Forfeiture of a deposit is required unless withdrawal from a Contract is a result of withdrawal from the College or participation in an approved program which requires off-campus residence; however, in any situation, *forfeiture of an entire deposit is automatic* if written notification of withdrawal from a Contract is not received by the Office of Residential Services by August 1st for the Fall Term and by December 1st for the Spring Term.

If a resident fails to occupy a residence within the first week of classes in the term contracted for, it may be assumed that the resident has withdrawn and that a legitimate vacancy exists.

Payment of Refunds

Refunds will be made within 40 days of withdrawal and will be prorated among sources of outside payment.

STUDENT GOVERNMENT

The following organizations form the basis for student government at Trinity. Most of the voting members of these organizations are elected by the undergraduate student body, but participation in each organization is not limited to elected students. The organizations are constantly seeking expertise and input from any interested student.

Student Government Association

The Student Government Association (SGA) is composed of students elected from dormitories, class representatives, at-large representatives, and a non-voting Faculty liaison. The President and Vice-President are elected at-large and do not have to be on the SGA. All elections are held in the third week of September, with vacancies filled in January.

The SGA is the centralized, representative body for student government on the Trinity College campus. It deals with a broad range of issues relating to student life on the campus and oversees every recognized student organization as well as its two semi-autonomous committees listed below. It is interested in hearing from students who have recommendations for improving the life of students at Trinity and typically becomes actively involved in most issues on the campus. Interested students should contact the summer term chairman of the SGA, the Assistant Dean for Student Activities, or the Student Government Office (Box 1388).

Budget Committee

The Student Government Association Budget Committee (SGABC), which reports directly to the SGA, is comprised of three students elected by the student body, four students appointed by the SGA, and representatives of the College administration. The committee sets policies and procedures for all recognized student organizations, and handles the daily operation of the Student Activities Fee and organization budgets. Information regarding the Student Activities Budget, the SGABC, or organizations can be obtained from the summer term chairman of the SGA, the Assistant Dean for Student Activities, or the Student Government Office (Box 1388).

The Trinity College Activities Council

The TCAC coordinates an ongoing schedule of diverse activities for the Trinity College community. The TCAC works to promote and ensure the smooth running of all activities such as dances, lectures and special events, including Spring Weekend, working with the Director of Mather Campus Center and the Calendar Office. The TCAC welcomes ideas and help from the student body. Interested students should contact the summer term chairman of the SGA, the Assistant Dean for Student Activities, or the Student Government Office (Box 1388).

Community Outreach Committee

The Student Government Association Community Outreach Committee (SGACOC), which reports to the SGA, is comprised of six members elected by and from the SGA of which one will serve as a liaison to that main body and of any member of the Trinity Community who wishes to volunteer time for others. All members of the SGACOC are full members and are entitled to all rights and privileges of membership. This group is dedicated to promoting, maintaining and improving relations with the Hartford Community

through voluntary social service activities. Our involvement with Hartford residents is a means by which we become more aware of their needs. Equipped with this awareness we, as a group, work to satisfy some of the immediate needs of those burdened with hardships in the Greater Hartford Area. Together we utilize our talents to help the poor, the elderly and the handicapped. Information regarding SGACOC service opportunities can be obtained from the summer term chairman of the SGA, the Assistant Dean for Student Activities, the SGA office (Box 1388), or the Trinity Service Organizations' Office.

Student Government Office

The Student Government Association and its two committees listed above maintain an office on the second floor of Mather Campus Center. SGA can be contacted through Box 1388 or extensions 367 or 390.

THE STUDENT ACTIVITIES FEE

The Student Activities Fee, which is collected by the College at the direction of the Student Government Association, is used to fund extracurricular organizations and activities. Proceeds of the Fee are controlled and disbursed by the SGABC. The SGA set the Activities Fee at \$120 for the 1984-85 academic year.

It is considered a privilege to receive money from the Student Activities Account. In order to provide for effective and efficient operation of the Account, all organizations receiving funds are subject to the rules, regulations, and penalties established by the SGABC and the SGA.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

ARTICLE I: Name

Section 1. The name of this organization shall be the Student Government Association, hereinafter referred to as the SGA.

ARTICLE II: Purpose

Section 1. The SGA shall provide for the general welfare of the student body of Trinity College.

Section 2. The SGA shall promote unity of effort among the administrators, faculty, and students of the College.

Section 3. The SGA shall be charged with the responsibility of providing an open forum for students to express their views. The SGA shall also act upon student opinions in that manner which the SGA shall deem advisable.

ARTICLE III: Powers Of The SGA

Section 1. The SGA shall have the power:

- a) to represent the student body through its officers, resolutions, and/or petitions.
- b) to discuss and make recommendations on any matters pertaining to the welfare of the Trinity College student body.
- c) to recognize student organization, grant ad hoc status to organizations when necessary, and approve constitutions.
- d) to set the size of the Student Activities Fee, with the advice of the SGA Budget Committee.
- e) to be the final authority on matters pertaining to student activity finances, acting upon the advice and decisions of the SGA Budget Committee.

- f) to have final authority on all matters pertaining to the TCAC-sponsored social activities of the College, acting upon the advice and decisions of the TCAC.
- g) to be the final authority on all matters and disputes pertaining to any student transportation service, acting upon the advice and decisions of the SGA Transportation Committee.
- h) to hold all student elections and make all necessary student appointments.
- i) to provide such direction to student activities as is authorized or requested by the administration, faculty, student groups, and is approved by the SGA.
- j) to create any SGA offices, committees, or other subsidiary groups necessary to execute its purpose.
- k) to have the power to take those steps which it deems necessary and proper for the preservation of the general welfare of the Trinity College student body.

ARTICLE IV: Structure

Section 1. The SGA shall contain a steering committee composed of:

- a) the officers of the SGA.
- b) three (3) members elected by and from the SGA by majority vote.

Section 2. The SGA legislature shall be composed of no more than forty-eight (48) students consisting of:

- a) representatives elected on a federalist basis by separate electorates determined according to the population of the dormitories. Students not residing in the dormitories and those residing in the fraternity houses shall be represented also. Electoral districts shall be defined each spring by the incumbent SGA members. The SGA legislature shall contain at least one (1) representative for each one hundred (100) students, to include no less than one representative for every dormitory holding over fifty-five (55) students. The SGA shall review to reapportion annually at its last meeting of each academic year. In conducting this review, the ratio of one representative per one student shall be a guideline.
- b) one representative member each (with full voting and legislative powers and duties) from the Trinity Coalition of Blacks and the Interfraternity Council. The SGA reserves the right to revoke such grants of membership, and shall review those grants of membership every April.
- c) four at-large representatives.
- d) one representative from each undergraduate class.

Students shall be elected according to the provisions of Article VI. Each representative shall be a member of the constituency which he represents. The SGA does not discriminate on the basis of race, creed, color, sex, national origin, or sexual preference; and furthermore, the events of the SGA, when public, are open on a nondiscriminatory basis to the members of the college community.

Section 3. The Student Government Association Budget Committee (SGABC) shall consist of:

- a) a chairperson who shall be elected from within the SGABC by its members.
- b) the president and vice-president of the SGA, ex-officio, non-voting.
- c) four (4) students nominated and elected by and from the SGA

legislature and three (3) students not on the SGA legislature and elected at large.

Section 4. The TCAC shall consist of ten members:

- a) The President of the TCAC. (elected at large in Sept.).
- b) The SGA liaison to the TCAC (elected from within the SGA).
- c) The Senior Class Rep. (elected at-large in April of preceding year).
- d) The Junior Class Rep. (elected at-large in April of preceding year).
- e) The Sophomore Class Rep. (elected at-large in April of preceding year).
- f) The Freshman Class Rep. (elected at-large in Jan.).
- g) The RA/RC Rep. (elected by all the RCs and RAs).
- h) The Cultural Rep. (elected by the members of TCB, LVL, ASIA).
- i) The IFC Rep. (chosen by the IFC).
- j) The At-Large Rep. (elected by the SGA in September).

ARTICLE V: Powers And Duties Of Officers, Delegates, And Liaisons

Section 1. The president of the SGA shall:

- a) preside at all meetings of the SGA and at all meetings of the Steering Committee.
- b) call special SGA or Steering Committee meetings when necessary, and call for the convening of an all-campus faculty-administrative-student forum.
- c) serve as a non-voting member of the SGABC and TCAC.
- d) have the authority to sign SGA check requests.
- e) represent, or designate someone to represent, the SGA on special occasions or in dealing with other groups.
- f) be responsible for the smooth running of student government at Trinity College.
- g) perform other such duties as the SGA shall deem necessary.
- h) have the power to veto any measure passed by the SGA legislature, subject to overrule by a two-thirds majority of the said membership.
- i) have the power to censure, by appropriate means (i.e., notification of the TRIPOD and of the member's constituency), any member of the SGA who has failed to carry out the duties of his/her office or failure to act in a reasonable and circumspect manner at SGA meetings, subject to approval by a majority of the SGA membership. This is not applicable to a veto by the president.
- j) appoint a parliamentarian and all provisional chairmen of committees except the Budget Committee and the TCAC.
- k) be considered a legislative delegate for the purpose of Section 10 of this Article.

Section 2. The vice president of the SGA shall:

- a) perform the duties of the president in the absence of that officer.
- b) serve as a member of each committee and an ex-officio, non-voting member of the Budget, Transportation, and Elections Committee and the TCAC.
- c) perform other such duties as the SGA shall deem necessary.
- d) be considered a legislative delegate for the purpose of Section 10 of this Article.

Section 3. The chairperson of the SGABC shall:

- a) preside at all meetings of the Budget Committee.
- b) serve as the official Budget Committee liaison to the SGA.
- c) be a non-voting member of the SGA.
- d) perform other such duties as the SGA shall deem necessary.

Section 4. The chairperson of the TCAC shall:

- a) preside at all meetings of the TCAC.
- b) serve as official TCAC liaison to the SGA.
- c) be a non-voting member of the SGA.
- d) perform other such duties as the SGA shall deem necessary.

Section 5. The treasurer/office manager of the SGA shall:

- a) serve as the manager of the Student Government Office.
- b) have the authority to sign all SGA check requests and have charge of all SGA funds, both collection and disbursement.
- c) maintain an accurate record of all SGA funds.
- d) make monthly reports to the SGA on its financial status.
- e) submit the treasurer's book to the SGA or SGABC on demand.

Section 6. The secretary of the SGA shall:

- a) keep the minutes of all SGA meetings.
- b) maintain the attendance records of all SGA meetings and bring complaints before the Steering Board when a member has exceeded the absence allowance.
- c) publish and distribute notices announcing all official SGA meetings and actions.
- d) be responsible for keeping SGA files complete, accurate, and up to date.
- e) distribute copies of the SGA constitution to all members of the SGA upon their election to the SGA and to all first officers of every recognized student organization.

Section 7. The parliamentarian of the SGA shall:

- a) advise the president on parliamentary procedure and SGA precedents.
- b) chair the Constitutions Committee.

Section 8. The transportation chairman shall:

- a) be the officer responsible for the day-to-day working of the student transportation service, including but not limited to billing, rental, and maintenance.
- b) be responsible for carrying out the decisions made by the Transportation Committee on all matters pertaining to the student transportation service.
- c) report each week to the SGA Transportation Committee, the SGA, and the advisor to the SGA.
- d) have the right to make discretionary decisions in regard to matters pertaining to the student transportation service, subject to review upon appeal to the SGA Transportation Committee.

- e) be a member of the SGA and the Transportation Committee, chair that committee, and be elected for one full year term at the meeting closest to October 1.

Section 9. Representatives on standing and temporary faculty and trustee committees shall:

- a) serve as a liaison between their respective committee and the SGA.
- b) make monthly reports to the SGA on the activities of their respective committees.
- c) be responsible for communicating all relevant SGA opinions or decisions to their respective committees.

Section 10. Legislative delegates shall:

- a) each have one vote.
- b) be entitled to speak or bring before the SGA any business said delegate may feel to be relevant.
- c) be responsible for meeting attendance requirements.
- d) serve on at least one committee.
- e) maintain communication with his/her constituents and actively seek their opinions.

ARTICLE VI: Elections

Section 1. Election of delegates:

- a) Any full-time undergraduate is eligible for election to the SGA legislature. In order to be placed on the dormitory or off-campus ballot in the fall election, a student must give the SGA written notice of his/her candidacy no less than one week before the dormitory election date. A student may enter his/her name on only one dorm ballot or off-campus ballot.
- b) Fall dormitory elections shall be held in the third week of the Fall Term.
- c) Election held in the Spring Term shall be conducted in the same manner as the fall elections. However, elections will be held only in those dormitories with appointed members or vacant positions. Elections will also be held for vacant positions other than those vacant in dormitories as well as for recall elections, if necessary. Vacancies prior to the start of the spring semester or after the election shall be filled by a member appointed by the Steering Board and confirmed by a majority of the SGA. All candidates for the spring election must give the SGA written notice of their respective candidacies no less than seventy-two hours before the election in which they wish to be entered.
- d) The procedures for all elections shall be established by the SGA one month before the end of the previous term upon the recommendation of the Elections Committee.

Section 2. Election of officers:

- a) The president and vice president shall be elected by and from the student body in elections held during the third week of September of each school year. Their term of office shall be one year (two semesters) starting on the date of the first meeting held after the elections and continuing to the last meeting in May, at which point a summer pro tempore chairman shall be elected by the SGA. Procedure for recall (vote of no confidence) regarding the president shall be instituted at the last meeting of each Fall Term. A vote of no confidence must be passed by a two-thirds governing body vote.

- b) In order to be placed on the ballot for the office of president or vice president a student must submit to the SGA a written notice of his/her candidacy no less than one week before the election.
- c) The secretary and treasurer/office manager shall be elected by and from the SGA at the first meeting of the entire SGA following Fall and Spring Term elections.
- d) The SGA shall establish the procedures for the election in the previous spring semester upon the recommendations of the Elections Committee.

Section 3. Election of students to standing faculty and trustee committees:

- a) One student member of each standing faculty and trustee committee shall be elected by and from the SGA. All additional student members of faculty and trustee committees shall be elected by the entire student body in the same election as that for SGA representatives. Each candidate for election by the entire student body shall submit his/her name to the SGA at least one week before the election.
- b) In matters concerning the selection of student liaisons to positions that require a representative group (minority, male, female, etc.), the Student Government Association shall be guided by the following procedure:
 - A. if the SGA is asked to choose, for example x number of females, x number of males, and x number of minority students, the SGA will attempt to select people from the SGA legislature to satisfy these requirements;
 - B. if there is no interest from one or more groups from within the legislature, the SGA shall send a notice to the corresponding and appropriate student organization(s) and ask them to send one or more representatives to the SGA for possible selection;
 - C. if that particular organization does not respond within a week's time, then any SGA member regardless of race, color or gender, shall be able to run for that vacant position.

ARTICLE VII: Term Of Office

Section 1. Elections are normally held in September and January.

Section 2. The term of office for all elected positions except president and vice president commences immediately following their election and terminates on the day of the election the following academic year. The term of office for temporary appointments commences immediately after the appointment is made and ends with the filling of that vacancy by election.

ARTICLE VIII: Disciplinary Procedures

Section 1. An officer, delegate, or liaison may, subject to the provisions in paragraph two and three below, be removed from office for:

- a) failure to carry out the duties of his/her office.
- b) misusing the powers of his/her office.
- c) violations of either civil or legal rules or laws.

Section 2. Officers, delegates, or liaisons charged by anyone under Section 1 of this article shall have a hearing before the Steering Board. If a majority of the board find that the charges are properly brought under that Section, a hearing before the SGA body will be held. A two-thirds vote of the SGA shall then be required for removal from office.

Section 3. Members of the Steering Board charged under this Section shall be treated the same as delegates and liaisons as in Section 2 above. While the

question of removal is being considered, said student shall be suspended from the board.

Section 4. An officer, delegate, or liaison may be censured for failure to carry out the duties of his/her office or to act in a reasonable and circumspect manner at SGA meetings. A majority vote shall be required for censure. The procedure for censure shall include:

- a) an unofficial warning given to the candidate for censure by the president.
- b) one week's notice by the president to the censured student.
- c) presentations on the issue by the president and the candidate for censure at the SGA meeting following the formal notification by the president at least one week earlier.
- d) SGA discussion on the issue which is off the record and closed to outside observers and the candidate for censure.
- e) vote and notification of the decision by the SGA.

ARTICLE IX: Meetings

Section 1. The general meeting of the SGA shall be held each Tuesday during periods when classes are in session and additional meetings shall be called whenever they are deemed necessary by the president, two Steering Board members, or one-fifth of the delegates.

Section 2. Except under very special circumstances, all meetings of the SGA will be open to any member of the Trinity College community. If the entire Steering Board and three-fourths of the delegates agree, however, the SGA may hold a closed meeting.

Section 3. Every member of the Trinity College community has the right to express his/her views at the SGA meetings. Only delegates, however, may vote or introduce legislation.

Section 4. Attendance requirements of delegates, officers, and liaisons:

- a) members are required to attend all meetings.
- b) the secretary shall bring a complaint for failure to fulfill the duties of his/her office to the Steering Board for any member who misses more than one meeting per semester.

Section 5. A majority of the members of the SGA shall constitute a quorum.

Section 6. No single SGA member shall hold more than one (1) proxy with full voting powers at a time.

Section 7. In all matters not specifically expressed in this Constitution, the parliamentary authority shall be *Robert's Rules of Order, Newly Revised*.

ARTICLE X: SGA Standing Committees

Section 1. The Standing Committee on Constitutions shall:

- a) recognize student organizations.
- b) approve student organization constitutions.
- c) consist of five to ten members elected by and from the SGA.
- d) be chaired by the vice president, who shall be a member of that committee.
- e) keep track of all operating procedures established by precedent.
- f) write and present amendments to the SGA constitution as the need arises and make a recommendation to the SGA on all proposed amendments.

Section 2. The Steering Committee shall:

- a) serve as the student representative to the all-campus faculty-adminis-

trative-student forum. This forum shall consist of a panel of administrators, the Steering Board, and administrators, students, and faculty members who wish to attend meetings. This forum shall meet no less than tri-weekly in order to assure a constant two-way flow of information between the constituencies of the College.

- b) report the minutes of the meetings of the above-stated forum to the SGA.
- c) consist of the officers of the SGA and three (3) members elected by and from the SGA.
- d) meet before every official SGA meeting to prepare the agenda and hear all appeals which are to be made to the SGA at the subsequent SGA meeting.

Section 4. The Elections Committee shall:

- a) consist of members elected by and from the SGA and shall elect its chairman from among its members.
- b) recommend procedures to the SGA for all elections and supervise those elections.

Section 5. The Transportation Committee shall:

- a) establish all procedures, rules and regulations necessary for the efficient and judicious operation of any student transportation service.
- b) oversee the transportation service and the transportation chairman.
- c) attempt to adjudicate all disputes arising from the transportation service, subject to change by the SGA.
- d) report its activity to the SGA and the advisor to the SGA each week.
- e) consist of no more than six (6) members of the SGA, including the transportation chairman.
- f) be chaired by the transportation chairman, and include the vice president as a non-voting member.

Section 6. The Student Government Association Budget Committee shall:

- a) oversee the finances of all student organizations on campus.
- b) perform duties which include:
 - 1) approval of all budgetary allocations.
 - 2) granting of all checks drawn on the student activities account.
 - 3) approval of all changes in the itemized budget summary.
 - 4) granting of all funding for ad hoc groups.
 - 5) make recommendations to the SGA concerning the raising or lowering of the student activities fee.
 - 6) drawing up of all student organization budgets for the academic year.
 - 7) review of each organization's budget at mid year.
- c) No proxies will be allowed to the membership. Members will be automatically dropped from the committee if they miss more than three (3) meetings in any one semester. A position vacated by a member will not be filled until the following semester.
- d) The two officers of the Budget Committee shall be the secretary and the chairperson;
 - 1) the chairperson shall be elected at the first meeting of the committee each semester at which a quorum exists. The duties of the chairperson shall be to call and preside at all regularly scheduled meetings and to call any meetings which he/she shall deem necessary. The chairperson shall be unbiased in his/her presentation of any financial matters under committee consideration.

- 2) the secretary shall be elected at the first meeting of the committee each semester at which a quorum exists. The secretary shall take the minutes of all meetings of the committee, serve as the chairperson in that officer's absence, and write letters of warning and expulsion to those committee members who have failed to satisfy attendance requirements.
 - 3) both officers shall be elected by majority vote.
- e) A quorum shall consist of five-sevenths of the committee membership at any given time.
 - f) A majority approval is needed for passage of a motion.
 - g) A quorum is not needed when the committee is considering the approval of an event the cost of which is already within that event's sponsor's budget.
 - h) The Budget Committee shall hold meetings no less than bi-weekly. No official meeting may be convened without a quorum. All Budget Committee meetings are open to the public. If, however, the committee shall give five-sevenths approval, the committee may hold a closed meeting.
 - i) Any student group seeking to use College facilities on a temporary basis may appeal to the Budget Committee for financial backing as an ad hoc activity. Recognition of ad hoc status will be granted by the Budget Committee if it is within the committee's power to finance that group. The committee will decide upon the amount of financing to be given to an ad hoc group on a case-by-case basis.
 - j) When presenting an event to the College community which is financed through the Budget Committee, an organization shall, if the event's projected costs exceed \$100.00:
 - 1) bring an organized estimate of the event's projected expenditures to the SGABC.
 - 2) if the event's cost is within the organization's budget, the committee shall grant approval for the presentation of that event.
 - 3) the sponsoring organization shall then proceed in that manner which it feels most effective in the presentation of the approved event.
 - 4) the Budget Committee makes the assumption that groups sponsoring events will use common sense in the scheduling of events so as to avoid any conflict with previously-scheduled events.
 - 5) if the group fails to follow the above procedure in presenting an event, the event will still be allowed to occur, but the SGABC will fine the event's sponsoring organization fifty percent of the cost of that event. The fine will then be placed in the Contingency Fund.
 - 6) if an organization appeals the Budget Committee decision to the SGA, then Budget Committee members will not be allowed to take part in any SGA vote concerning that appeal. All organizations have the right of appeal to the SGA concerning Budget Committee decisions.
 - k) From time to time budgeted organizations may feel that additional allocation (in excess of what was allocated for its annual budget) is necessary. The SGABC will hear appeals for such allocations during the year and will judge each individual appeal on its own merits. Groups coming to the Budget Committee with a request for an addi-

tional allocation should:

- 1) have an itemized presentation of the extra expenses.
 - 2) present the date, time, location, and description of the event that requires the extra money.
 - 3) present an explanation of why the costs were not included in the original budget.
- l) When granting budgets in the spring, granting requests for ad hoc status, and granting extra funds from contingency, the Budget Committee will take the following into account:
- 1) overall benefit to the College community.
 - 2) uniqueness and freshness of the programs intended.
 - 3) complete adherence to the committee's procedural guidelines.
 - 4) attempts to work with other student organizations in planning events.
 - 5) overall benefit to the Hartford community.
 - 6) expense of the program intended.
 - 7) apparent dedication of the organization.

Section 7. The Standing Committee on the Bookstore shall:

- a) consist of 2 members elected from at large and three members elected from within the SGA.
- b) communicate concerns, questions or suggestions to the bookstore management bi-weekly.
- c) respond to these concerns, questions or suggestions.
- d) maintain a careful record of activities or findings.
- e) provide input in advance of the renewal of the bookstore contract by reporting on its record.

ARTICLE XI: The Community Outreach Committee Shall:

- a) increase student awareness of the Hartford community.
- b) better the relationship between Trinity College and the Hartford community.
- c) create an opportunity for students to interact and work with Hartford citizens for the purpose of combatting social inequalities present in the Greater Hartford Area.
- d) promote a unity of effort among students concerned about helping the poor, the elderly, and the disabled, thereby creating a unique educational environment not present in the existing curriculum.
- e) consist of six members elected by and from the Student Government Association of which one will serve as a liaison to that main body. In addition, all members of the Trinity Community are encouraged to join the committee and shall be full members.
- f) a chairman, treasurer, and secretary shall be elected by and from all members of the committee at the last meeting of the academic year.
- g) allow the chairman to select program coordinators for the following service programs:
 - 1) Community Entertainment
 - 2) Community Meals
 - 3) Elderly Support
 - 4) Handicap Assistanceand other ad-hoc programs deemed necessary by the committee.

ARTICLE XII: Amendments

Section 1. All SGA members must be notified in writing no less than one

week prior to the consideration of proposed amendments to this constitution.

Section 2. Proposed amendments to this constitution shall take effect upon the approval of two-thirds of the SGA membership.

Section 3. The SGA and its Constitutions Committee shall have the power to review, amend, or create a new constitution, when the SGA agrees by a two-thirds majority that its present document is no longer providing for the general welfare of the Trinity College student body.

ARTICLE XIII: New Constitutions

Section 1. Proposed constitutions shall take effect and nullify this constitution after majority ratification of the SGA legislature, followed by majority ratification in an all-campus student referendum.

ARTICLE XIV: Referendums

- a) A student or student group may attempt to have a student referendum in the following manner:
 - 1) The wording of said referendum must be submitted in writing to all members of the SGA at least one week before the SGA vote.
 - 2) The SGA can approve the referendum by a two-thirds majority, in which case the referendum will be held in at least one month.
 - 3) If the referendum fails to receive the two-thirds majority necessary from the SGA, it can then try to arrange a referendum by petition. To arrange such a referendum, the student(s) in question must submit a petition with the signatures of fifteen (15) percent of the Trinity undergraduate student population. If the above condition can be met, then the referendum must be held within a month, the SGA notwithstanding.
- b) For a referendum to be considered valid, the following conditions must be met:
 - 1) A position for and against the position expressed in the referendum must be dropped in every student's box at least one week before the referendum is held.
 - 2) A meeting open to the student body to discuss the referendum must be held.
 - 3) Two-thirds of the student body must cast their ballots, and of those voting a simple majority is all that is needed to pass the measure.

Regulations and Procedures Affecting Undergraduate Organizations

The following are the policies, regulations, and procedures which govern recognized undergraduate organizations as well as groups which seek recognition at the College.

The College encourages the undergraduate to take an active role, when time permits, in those organizations which foster intellectual and academic interests and which afford opportunities to work with and to enjoy the friendship of others.

DEFINITION OF UNDERGRADUATE ORGANIZATIONS

Trinity College defines an undergraduate organization as some number of full-time undergraduates engaged, under their own direction, in the systematic pursuit of one or more common purposes that are consonant with the educational objectives of the College.

RECOGNITION OF UNDERGRADUATE ORGANIZATIONS

Official recognition of an undergraduate organization is the acknowledgment by the College that the organization has an existence at Trinity and is allowed to charge fees; to seek funding or other assistance from sources outside of the College; and to request various considerations, such as the opportunity to use College facilities and services and, when appropriate, the name and the tax exempt status of the College.

The right to apply to the Budget Committee of the Student Government Association for funding from the Student Activities Fee may be granted by the Student Government Association to officially recognized organizations.

Application for Recognition

In order to apply for recognition, an organization must meet these conditions:

- it must have a constitution which sets forth:
 - the purposes of the organization;
 - its governing structure;
 - the qualifications and criteria for membership;
 - the causes for which membership will be suspended or terminated and the procedures to be followed; and
 - the procedures to be followed in the conduct of business, including those having to do with the recruitment and selection of members, and the appointment or election of officers or directors;
- it must provide separately:
 - the names and addresses of the organization's officers (or of those members charged with responsibility for its direction);
 - an income and expense budget for the first year of operation which will include:
 - the sources of and the amounts of any funding which is required to sustain the group's activities; and
 - the names and addresses of parent or affiliated organizations to which fees, licenses, rents, dues, etc. are to be paid in the course of the following twelve months, and the amount of the sum to be paid to each;

the names and addresses of individuals to whom wages or fees for services are regularly to be paid, the amounts of such wages or fees, and the rate (e.g., monthly, weekly, etc.).

It must also, if people other than enrolled Trinity College undergraduates may become (or, at the outset, are) members, designate the functions of and identify by their names and addresses non-undergraduates who are actively involved in one or more of the following:

- financial management
- operation and upkeep of property, equipment, etc.
- governance of the organization
- advisory boards or councils.

Additionally, it must appoint or elect a Trinity undergraduate to counter-sign any requests for funding or payments from the Student Activity Fee and any purchase requests for new equipment or repair of existing equipment if owned by the organization.

It must, if the organization is affiliated with, or is a subsidiary of, a larger state, regional, or national organization, provide the College with copies of the constitution, by-laws, and regulations of the primary organization.

If an undergraduate organization proposes to limit the number of members or restrict membership in other ways, it must state the limit or restriction clearly and explain why it is necessary.

It must provide its proposed calendar of activity for the next calendar year or for whatever period of activity is involved if it is to be less than a year.

To become a recognized organization, the organization must have the approval of the Assistant Dean for Student Activities or, in his absence, that of the Dean of Students, and, if funds are to be sought from the Student Activities Fee, the approval of the Student Government Association. Applications for recognition may be obtained at the office of the Assistant Dean. Completed applications may be submitted to the Assistant Dean at any time after September 1 in the Fall Term but no later than April 15 in the Spring Term. Within ten business days after receiving an application, the Assistant Dean will determine whether it is complete and whether the organization submitting it conforms to these regulations and requirements. Finding an application incomplete, or finding that an organization as proposed fails to meet College requirements, the Assistant Dean will, in timely fashion, notify the organization in writing. Otherwise, he will notify the organization's representative and, if the organization seeks funding from Student Activities Fees, the Secretary of the Student Government Association, and the Secretary of the SGA Constitution Committee that the application is complete and that the organization as proposed does meet administration requirements. Within fifteen days (vacation periods excluded) of receiving notice from the Assistant Dean, the Secretary of the Constitution Committee will place the application and related papers before the Committee for action. The action of the Committee may be one of three: a recommendation to the SGA legislature to approve the organization; a recommendation to deny approval; a recommendation to the organization that it make particular changes in its proposal.

In the event that this last action is taken and changes are made, the application for approval is to be reviewed by the Assistant Dean for Student Activities before it is returned to the Committee.

After a recommendation that the SGA approve an organization is passed from the Committee to the Secretary of the SGA, copies of the Committee's recommendation, the application, and supporting papers are to be provided

each member of the SGA legislature. That body may not vote upon the recommendation sooner than five days after receiving copies of these documents.

REQUIREMENTS FOR CONTINUED RECOGNITION

In order to enjoy continued recognition, each organization will, by the end of the first week in May, submit a brief report on its year's activities to the Assistant Dean for Student Activities.

That report will:

- identify major accomplishments of the organization;
- list various events and activities, including regular meetings;
- provide membership data, specifically the number, by sex and by class, of active members at year end (May 1);
- provide also, in the cases of organizations with selective memberships, the full names of their members;
- provide also, in the cases of fraternities, the number by sex and class, of individuals who were rushed, pledged, and/or initiated in the course of the previous calendar year;
- update the information required to secure recognition (see above);
- include plans for the following year, a schedule of events, and if funds will be sought from SGA Budget Committee, an estimate of costs;
- provide a summary of income, receipts and expenses;
- list assets and liabilities (i.e., debts, amounts payable, and encumbrances).

The administration will presume that organizations not submitting reports by the end of the first week in May do not seek continued recognition.

OBLIGATIONS OF RECOGNIZED ORGANIZATIONS

It is required that the officers and members of all organizations know the College Regulations. It is expected that the officers will firmly discourage breaches of these Regulations and of local, State, and Federal laws within their organization. The administration may place responsibility for breaches of the College Regulations and of local, State, and Federal law upon the organization and/or the officers and/or the membership and/or particular members. An organization's officers and its members may be held responsible for the consequences of the organization's negligence.

Membership

As a general principle, membership in student organizations and groups shall be open to any full-time undergraduate and shall not be restricted on the basis of age, sex, sexual preference, handicap, race, color, creed, religion, or national or ethnic origin. The College encourages undergraduate organizations to reflect the diversity of the enrollment of the College in their own membership. The President may make exceptions to the rule against restriction of membership in rare cases, if an organization can demonstrate to his satisfaction that its interests or activities require particular exclusions.

The Trustees have, in an action taken in May, 1983, reaffirmed the principle that "organized student activities should be open to all students, regardless of race, sex, or religion." Out of consideration for a number of collegiate fraternities already established at Trinity, some of which have been historically required by national charters to limit membership to men or to women, the Trustees have provided for a process by which existing chapters may seek an exemption from the general rule against exclusion from membership on the basis of sex. To petition for such an exemption, seventy-five percent of the

undergraduate members in good standing must vote to apply to the President for it. The President may grant the exemption, or not, at his discretion. If an exemption has been granted, its renewal must be sought, with a fresh vote, within three years. Procedures for voting are available at the Office of the Assistant Dean for Student Activities.

A collegiate fraternity is a body of undergraduates and alumni/ae united not only by the ties of common purpose and interest, but also by pledges of lifelong familial bonds. These pledges may in some cases extend to other undergraduates and to other alumni/ae than those of a particular college or university. A fraternity's membership, for the purposes of these regulations, is defined as meaning only those full-time Trinity undergraduates who can be certified as initiated members in good standing at that fraternity. "Pledges" are not to be counted as members.

The administration requires fraternities and other limited and/or selective organizations to submit membership lists to the Assistant Dean for Student Activities during the first week in each term. Membership lists are to be alphabetical, and must provide each member's full name, sex, and year of expected graduation from the College.

The administration requires that all undergraduate organizations submit lists of officers and offices held to the Assistant Dean for Student Activities within one week of their election or appointment. Such lists should, in the case of each officer, show the beginning and ending date of the term of office. Within the first week after Commencement, organizations that will be active on campus during summer vacation will submit the names of the officers or acting officers, their summer addresses and phone numbers, and the date on which their summer responsibilities end.

Trinity College part-time undergraduates and graduate students, as well as people who have no affiliation with the College, may hold full or limited membership (status is dependent upon the requirements of a particular organization); however, in order to secure recognition, or to continue it, an organization must be able to demonstrate that the majority of its membership is made up of full-time Trinity College undergraduates. All organizations with part-time undergraduate members, graduate student members, and/or members who are not Trinity students will submit the names and addresses of such members during the first week of each semester and, if the organization is to be active during the summer vacation, during the first week after Commencement. These lists are to be kept up-to-date during the academic year and, if necessary, during the summer.

Proposals for Changes in or Amendments to Purposes, Constitutions, By-Laws, or Requirements for Membership

Recognized organizations which propose in the course of a year to change their purposes and/or to amend their constitutions, their by-laws, or requirements for membership must have the changes or amendments approved by the Assistant Dean for Student Activities before the amendments or changes can take effect. Similarly, organizations which have been approved by the SGA must also notify it of proposed changes and have these approved before they become effective.

Financial Management

Financial records are to be kept in a timely and orderly fashion and available on reasonable notice for audit by the Assistant Dean for Student Activities or other College officers.

Organizations funded through the Student Activities Fee will follow financial procedures established by the Student Government Association Budget Committee and/or the Assistant Dean for Student Activities. Undergraduate organizations which are not corporations separate from the College do not have authority to enter into contracts for goods or services. Contracts made on behalf of unincorporated undergraduate organizations must be signed by the Assistant Dean for Student Activities.

Only Trinity undergraduates currently enrolled may sign check requests, obtain cash advances or present contracts for an official signature from the College.

Complaints from creditors or from members about unpaid bills and/or the quality of financial management may lead to an immediate audit by the Assistant Dean for Student Activities.

Officers of the College will not serve as collection agents for organizations whose members are also its debtors.

Fund Raising

No organization may undertake to charge membership fees, levy dues, or raise funds without the permission of the Assistant Dean for Student Activities.

Facilities and Property

Organizations using College equipment, facilities, and grounds occasionally or over long periods of time, are to maintain them in good condition. The cost of repairing damage to equipment, facilities or grounds will be charged to the officers of organizations or to the individuals responsible for organizational governance.

Organizations which own, rent, or otherwise occupy buildings for the use of their members and guests must maintain those buildings and their adjacent land in safe, sanitary, and attractive condition. Organizations regularly occupying property not owned by the College must provide for appropriate insurance for that property and their activities therein. Organizations owning, renting, or occupying property must submit to the Assistant Dean for Student Activities:

- a copy of the title or lease;
- a description of any mortgage or lien on the property if it is owned by an undergraduate organization or a parent group or corporation;
- a copy of the current certificate of insurance; and
- the name, address, and telephone number of an individual responsible for the property.

Properties which are rented, owned, or occupied by undergraduate organizations are to be open on reasonable notice to inspection by College officials. College officials will follow procedures described under College Regulation 21a when entering students' rooms or suites.

When College officials seek to enter a fraternity property or other properties occupied by student organizations, they will ordinarily give reasonable notice. However, in emergencies, or when there is a disturbance, College officers and Security officers will have immediate access.

Standards of safety, sanitation, security, and appearance will be based upon standards maintained in College-owned structures, but requirements for a particular building will be influenced also by its age, condition, and structure. In all cases, the administration will determine what standards are to be

set and whether they have been met. Modifications to land or buildings adjacent to College property must be approved by the President of the College before work is begun.

When College facilities are to be used during summer and when a fraternity property or private property is to be occupied during the summer, an officer of the organization is to notify the Adviser for Student Affairs and provide him with the names of the people who will be using or occupying space and the periods of their use or occupancy.

Except when the Vice-President of the College grants an exception, no building or property is to be used at any time during the year as a residence by or to provide quarters for people who are not Trinity undergraduates. This prohibition applies to fraternity properties as well as to those of the College which are used by undergraduate organizations.

Cultural and Social Activities

It is expected that each organization will sponsor events that enhance the cultural development and education of members and guests. The promotion of social relations among men and women of diverse backgrounds should be an important consideration in the planning and conduct of all events. It is expected that organizations will develop programs that give expression not only to their purposes but also to the diversity of talents and interests represented among their members. Programs may be developed in conjunction with the various offices and departments of the College, alumni, individual faculty, etc. In their programming, organizations are encouraged also to use the many resources of the Hartford region. Except when necessarily restricted to the membership, an organization's programs should be publicized to appropriate on- and off-campus audiences.

Community Relations

The administration requires that organizations and their members respect the rights of neighbors.

Rules and Regulations Governing Fraternity Membership Activities

The officers of the fraternities may establish such other organizations as they may require to assist in the conduct of the fraternity rush process and in other activities related to the recruitment and initiation of fraternity members. When such bodies are established they will meet with the Adviser for Student Affairs as he requires to discuss fraternity affairs and the conduct of recruitment.

Students will become eligible for fraternity membership when they attain sophomore status. Prior to that time, freshmen may attend any open fraternity function, or event.

Each fraternity is to make a sign-up list available for prospective members at the beginning of a rush period. Each prospective member may indicate interest by signing one or more such lists. These lists will be filed with the Assistant Dean for Student Activities at the conclusion of the rush program.

A formal rush period for all fraternities will start at the beginning of each term and end prior to the sign-up deadline for the Food Service Meal Plan (approximately two weeks into the term).

A fraternity may have no more than one rush period in one term.

Fraternities which have chosen not to participate in the Fall Term rush period may not rush sooner than the rush period of the Spring Term.

Each fraternity must have at least two open rush receptions during each period; these receptions must be well-publicized on campus.

Each fraternity may sponsor a pre-Rush for freshmen during the last two weeks of April each year.

Rushing Conduct

No fraternity member should suggest to a prospective pledge that he or she refuse a bid from one fraternity in order to wait for a bid from another.

A prospective pledge should not give a promise, verbal or written, to join a certain fraternity before formal bids are issued.

Fraternity members and those acting on behalf of a fraternity should not visit another fraternity's rushing functions for the purpose of inviting prospective pledges to visit or return with them to their own rush function.

No fraternity member should buy anything for or give anything to a prospective pledge, and no prospective pledge should buy anything for or give anything to a fraternity member during the rush period.

Rushing and Pledging Information

Each fraternity seeking new members will register with the Assistant Dean for Student Activities. Registration will consist of providing, in a typed format: the number of members sought;

a statement of financial costs to members: dues, social fees, dining, house fee, etc.

a copy of the program in which pledges are to participate.

Fraternities will supply information packets in sufficient quantities for interested students; packets will include:

statement of purpose (including purposes of parent organization if organization is other than a local fraternity);

membership criteria;

financial costs to members: dues, social fees, dining, house fee, etc.

Fraternities are expected to conduct, before each rush period begins, an open forum at which rush procedures, pledging, and membership are discussed. This forum is to be well-publicized on campus.

The Assistant Dean for Student Activities will evaluate pledge programs and, if necessary, require reasonable changes.

Each fraternity must, one week before "pick up," inform the Assistant Dean for Student Activities of the day(s) on which it will occur.

Alcohol Regulations

No alcoholic beverages may be served during Rush or Pledge activities either on or off campus.

Policy Against Hazing

The following definition of "hazing" has been approved by the College administration:

Any action or situation, whether on or off fraternity premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include risk of physical injury, physical abuse in any form, creation of fatigue, psychological shocks, wearing in public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; activities which interfere with study or with the academic schedule; and any other activities which are not consistent with the regulations and policies of Trinity College.

Any pledge who has been hazed, or any member of the Trinity community who has witnessed hazing, should report the incident to the Assistant Dean for Student Activities.

DISCIPLINARY PROCEDURES, PENALTIES AND SANCTIONS

All undergraduate organizations (including fraternities), their officers, and their members (both collectively and individually) are responsible for adherence to College Regulations as well as to the special regulations set forth in this section. Violations will be subject to the Administrative Procedures in Matters of Discipline and Dispute.

The penalties that may be imposed when there have been failures to meet requirements or to keep regulations will be those found in *The Trinity College Handbook* under "Penalties." To this number two specific penalties are added.

- (1) *Withdrawal of Recognition.* Recognition may be withdrawn from an undergraduate organization if it, its officers, or its members fail to (a) meet the requirements stated above and/or violate one or more of the College Regulations;
- (2) *Prohibition Against Participation.* When an undergraduate organization does not have recognition, undergraduates may be forbidden to participate in its activities. Failure to observe this prohibition may be cause for a more serious disciplinary penalty.

Calendar and Special Events

USE OF COLLEGE FACILITIES

With an average of over 3,000 events scheduled on campus each year, it is necessary to maintain a calendar of events at one location to coordinate all requests and to aid in avoiding conflicts whenever possible. The Calendar Office is located behind the front desk on the first floor of the Mather Campus Center. Inquiries regarding activities on campus may be directed to the Front Desk or the Calendar Office.

I. POLICY

All events must be cleared through the Calendar Office; any requests for food service may be made there as well. Facilities may be booked on a first come, first served basis. College departments, recognized student activities as well as campus sponsored events, have priority in booking events. When an organization plans an event, it should assign one student to be in charge of making all arrangements and assuming responsibility for the facility used. Scheduling may be done Mondays through Fridays, from 9:00 a.m. to 4:00 p.m. The Calendar Office telephone numbers are extension 275 and 567.

To plan an event, first consult with the Calendar Office to discuss which facility would best meet the needs of the sponsor and to establish its availability. Due to the increasing volume of activities at Trinity and the need for support services to be informed well in advance, there is a two-week deadline for the completion of arrangements for each event. Specific information is required to inform Buildings & Grounds of the room set-up, Saga (the college food service) of the menu, the Audio Visual Department of AV needs, Security if guards are needed, and more. The Audio Visual Dept. must be contacted directly by the sponsor to discuss the specific needs of each event, and this must be done a minimum of two weeks in advance of an event. At the time of the booking of events, the Calendar Office will need to know the account number of the sponsor or to whom the event should be billed. For catered events a guarantee of the number of guests attending a function is required; sponsors will be responsible to pay for this number of guests, and Saga will be responsible to provide for 5% over the guaranteed number. All this information is necessary to fine tune the coordination of services for events to make them happen and to make certain that last minute corrections are unnecessary.

II. TYPES OF FACILITIES AVAILABLE

The College offers a wide variety of facilities. Check with the Calendar Office for assistance in selecting the best facility for your event. The following is a listing of rooms available to the Trinity community and the uses and numbers suitable for each facility.

FACILITIES		As is	Row	Perimeter	Conference	Semi-Circle	Air Cond.	AV	Catering Capacity	Reception Capacity
Washington Rm., MCC		40	400	200			no		300	500
Alumni Lounge, MCC		40	70	40	30	40	yes		40	70
Rittenberg Lounge and Terrace, MCC		30	90	40	40	60			60	125
Committee Rm., MCC		12		12	12		no		12	20
Wean Lounge, MCC		30	60	30			no			60
Dining Hall, MCC		800					no	yes	800	
Cave and Patio, MCC		350					yes		350	
Undercroft		20	40		20	30	no	no	30	75
Faculty Club, Hamlin		26	50	30	30	25	no	no	30	75
Hamlin Hall		100	200	100	40	100	no	no	125-130	200
Goodwin Theatre, AAC		382	382				yes	yes	no	Lobby
Widener Gallery, AAC			50	40	50	45	yes		50	150
Garmany Hall, AAC			100	80	50	75	yes		85	150
Room 320, AAC		99	99				yes	yes	no	no
McCook Auditorium		220	220				yes		no	Lobby
McCook Classrooms		15-40					yes	some	no	no
Boyer Auditorium		179	179				yes	yes	no	Lobby
LSC Classrooms		16-70					yes	some	no	no
Seabury 9 - 17		76					yes	yes	no	no

All facilities and services (Room Set-Up, Catering, Audio Visual, Security) must be reserved and coordinated through the Calendar and Special Events Department.

To reserve the Austin Arts Center, Chapel, Ferris Athletic Center, and the sports fields, contact the directors of those facilities.

Planned programs in any College facility including dormitories and fraternity houses must be listed at the Calendar Office to avoid conflicts and to enable the staff to answer inquiries. Dormitory lounges are used primarily as study halls and social centers of dormitories. These lounges cannot be reserved by clubs for closed meetings or activities. They may be used by groups within the dormitories for social activities.

All social events must be registered with the Calendar Office and specific arrangements made with the Assistant Dean for Student Activities (or the Dean of Students staff), two weeks prior to the event. All indoor parties on campus, in public areas and fraternity houses, must end no later than 1:00 a.m. Sunday-Thursday nights, 2:00 a.m. Friday and Saturday nights. Outdoor concerts and parties must end no later than 11:00 p.m. Sunday through Thursday, and 1:00 a.m. Friday and Saturday nights. Security guards will be required for social events of more than 75 people. A guard or guards will be hired by the Calendar Office at the time of the booking. The cost for this service is \$75.00 per guard. The Director of Security will make the final determination on the number and deployment of guards used for social functions. The guard's primary purpose will be for the safety of persons attending the social event and for the protection of the College's physical plant and furnishings. A \$50.00 deposit for cleaning will be held by the Calendar Office. This deposit will be returned if the organization cleans up satisfactorily. This deposit may be waived at the discretion of the Director of the Calendar Office and the Assistant Dean for Student Activities.

During Reading Days and finals, students may reserve usual facilities but curfews will be moved up by one hour: midnight, Sunday-Thursday nights, and 1:00 a.m., Friday and Saturday nights. Attendance in each facility will be limited to 100 people.

Some classrooms are available for meetings in the evening. Inquire about classroom use at the Registrar's Office.

III. PUBLICITY

Recognized student groups and organizations can obtain help in advertising and promotion by checking with the Director of Mather at the time the facility is reserved. There are various bulletin boards in Mather Campus Center and throughout the campus.

With the large number of publicity requests, notices, etc., it has become necessary to allocate some bulletin boards in Mather Campus Center for specific purposes. This has been an aid to all students since posted material can be located easily at specific places throughout the building. New material is posted regularly; please check bulletin boards as often as possible.

1. Since there are adequate bulletin boards and publicity facilities in Mather Campus Center, please refrain from posting anything on walls, windows, doors or other areas throughout the building. This will help to limit damage to painted and stained surfaces. There is a minimum *fine* of \$5 per sign posted in Mather on any surface other than bulletin boards.
2. Because of the large number of activities and the amount of publicity required for them, there is a limit of three posters (no larger than 14x22) per activity in the Mather Campus Center. An exception is made for SGA election materials.
3. Special advertising requests that cannot be handled on existing space allotted for the use should be cleared with a staff member of Mather Campus Center *before* the project is begun.
4. The Public Relations Office will be notified by the Calendar Office of all

events with the exception of general meetings. For any off-campus publicity, contact the News Bureau, Public Relations Office. They are well equipped to help you, and they have a thorough knowledge of personnel and procedures for both local and non-local newspapers. Bear in mind the *capacity* of the facilities scheduled when determining whether or not to open an activity to the general public. The College community has first priority for all events.

PUBLIC USE OF COLLEGE FACILITIES

Over the years the College has received an increasing number of requests for use of facilities from people representing various groups and agencies in the area. It is impossible to honor all such requests.

Public use of College facilities will not be granted when such use might conflict with or intrude upon normal activities of the College or might cause excessive wear upon or damage to the facilities. Residence halls and their lounges, areas set aside for faculty, administrative and staff use, the Quad and other areas adjacent to the residence halls, laboratories and any other areas not considered safe or suitable, are not available for public use. Any costs incurred for special services will be paid for by the public group using College facilities. Fees vary with the size of the facility and the types of services required. The Library has its own policy on its use by the public.

The Mather Hall entrances, walkways, and patio will not be used by students or others for the purposes of sale and/or solicitation. The Director of the Mather Campus Center will designate appropriate places for such uses when permission has been granted to individuals to engage in selling and soliciting on campus.



College Regulations

The regulatory system of Trinity College is designed to maintain an environment in which teaching, learning, research, and related activities are undertaken freely and responsibly. Not only personal concerns, but the concerns of others and the welfare of the College shall motivate the actions of each member of the Trinity community.

The opportunity to live and to work in a diverse community is one of the chief attractions and advantages of the college environment. Within that environment, each member of the College, in private and in public, is expected to act with self-respect, with prudence and with sensitivity toward the feelings of others.

Trinity College is committed to freedom of expression and freedom of inquiry. Each member of the Trinity community enjoys these freedoms, and each member is expected to recognize the responsibilities as well as the benefits that attend them.

The College Charter provides that the disciplinary responsibility and authority of Trinity College reside in the Board of Trustees. The Board of Trustees charges the President of the College as its chief executive officer to maintain order and justice and to advise the Board of Trustees if problems arise in either of these areas that would call for action by the Trustees.

Complaints arising under College Regulations are handled through the Administrative Procedures in Matters of Discipline and Dispute, *described below*.

The following Regulations are presented for the information of members of the community, who are expected to know and abide by them.

A. *Offenses applicable to faculty, administrators, students and their respective organizations including fraternities, when such offenses occur on campus, in housing administered by the College, on fraternity property, at College-sponsored events, at student organization events held off campus, or when one or more of the parties is engaged in College business off campus:*

1. Harassment, threatening, physical or other abuse or physical assault of any person. Hazing, in its various forms, is considered abuse.
2. The unauthorized use or unauthorized possession of weapons such as firearms, air rifles, ammunition, explosives, hand weapons, or fireworks of all kinds.
3. Turning in a false alarm.
4. Tampering with or rendering inoperable any structures, equipment, or supplies that are for the common safety and welfare or otherwise committing acts that threaten the common safety and welfare.
5. Dishonesty such as forgery or unauthorized alteration or use of College property. Cases of academic dishonesty are adjudicated by the Academic Affairs Committee under separate procedures that have been developed for such cases, such procedures being described in the section on *Academic Dishonesty* that appears below.
6. Misuse of instruments of identification or refusal to relinquish one's Trinity College identification card when requested to do so by a College officer or a member of the Security staff.
7. Knowingly furnishing false information to or about the College.
8. Disturbance of the peace or disorderly or indecent conduct.

9. Interference with members of the College community in the performance of their duties.
10. Interference with free and open discussion, including the disruption of invited speakers.
11. Interference with entrance to or egress from the College or any College facility.
12. Discrimination against a member of the College community on the basis of age, race, handicap, creed, color, sex, or national origin.
13. Theft or willful destruction, damage, defacement, or misuse of College property or the property of others.
14. Unauthorized entry into College buildings, rooms, or storage areas.
15. Repeated violation of campus regulations in the operation and parking of vehicles.
16. Interference with authorized recruitment.
17. Violation of the terms and conditions of the Residential Contract and/or the Guidelines for On-Campus Residence.
18. Behavior or activities which endanger the safety of oneself or others. This includes, but is not limited to, self-destructive behavior.
19.
 - a. Violation of administrative regulations concerning dances, parties, organized social affairs, including those sponsored by fraternities.
 - b. Violation of the special administrative regulations in force during vacation periods.
20. The age of majority in Connecticut will become 21 on October 1, 1985. College regulations regarding alcohol will be revised and published in September 1985.
21. Students shall observe all local, state and federal laws and ordinances relating to gambling.
22. The right of individuals to regulate their own personal lives without undue interference is essential to any ordered community. Thus, Trinity College strives to respect the privacy of its community members while expecting compliance with those regulations that govern the corporate life of the College.
 Individuals must make decisions that involve moral judgments and that often affect others as well as themselves. The College recognizes that no set of regulations can enforce morality, but the College is also obliged to ensure an environment in which members of this community can develop a system of values appropriate to human dignity and a quality of human relations that inspires a high regard for one another as mature people. As long as there is manifest support for this ideal by the members of our community, the College shall protect from official intrusion actions in private that do not violate the law or do not abuse the rights of others. The maintenance of this principle assumes a climate of collective responsibility and a genuine continuing concern for the welfare of all.

In accordance with these considerations, the following regulations apply:

- a. When a College official seeks access to a student's room to determine compliance with College regulations applicable to that living unit, the College shall notify the student in advance of such planned entry. The College shall permit the student to be present. If the student is not present, the College will seek a disinterested

person to accompany the official. In emergencies, where danger to life, safety, health or property is reasonably feared, or when a disturbance is taking place, entry shall not require advance notice. In all cases a knock on the door shall signal any attempt to enter. Whenever a College official enters a student's room and the occupant is not present, the appropriate official shall notify the occupant as soon as possible thereafter.

- b. Students may entertain guests in their rooms at their own discretion as long as the presence of others is not disturbing to roommates. In cases where visitors are present, students shall recognize that the following provisions apply:
 - 1) students shall observe federal, state and local laws and such College regulations as may apply;
 - 2) the College shall not allow any disturbance that constitutes a public nuisance or infringes upon the rights of others in the building;
 - 3) the College shall not allow any exploitation or coercion of any other person;
 - 4) the College does not condone overnight visits by members of the opposite sex; and
 - 5) appropriate arrangements for the comfort and safety of guests shall be provided.

Individual freedom in a residential community exists only when people conduct their lives with consideration for others and with common sense. Collective responsibility requires action by offended parties. Therefore, community members with grievances should complain promptly to the appropriate official.

23. **Motor Vehicles:** Drivers shall operate their motor vehicles in a manner that preserves the safety of the members of the Trinity community and the larger community. As improper parking of motor vehicles on campus may infringe upon the rights of others, endanger the common safety, and interfere with the orderly conduct of College business, the College publishes and/or posts parking regulations for the welfare of the community. All must strictly observe these regulations, which are described in detail in the section on *Motor Vehicle Regulations*.

PENALTIES

Penalties authorized by the College are fines, pensums, admonition, censure, restriction, suspension, dismissal, and expulsion.

Fines are imposed, for example, for parking violations, damage to College property, and the like.

Pensums are assignments of extra work, often imposed in an effort to give punishment a constructive or rehabilitative function.

Restriction is imposed upon an individual to prevent him/her from participating in some aspect of the College's operations and life.

Admonition is a formal warning of the incurrence of serious blame. Notice of admonition is sent to the student and also to the parent or guardian where the student has granted permission for such notification. When the event involves a faculty member the department chairman is notified; for an administrator the President is informed.

Censure is the result of more serious blame than that for which admonition is given. Notice of censure is published for the College community. Censured persons are not in good standing, are not eligible for honorable dismissal, and may be automatically suspended if they receive a second censure. Notice of censure is placed on the student's permanent record card, either permanently or for a length of time specified when the censure is imposed.

Suspension is a temporary separation from the College and may involve performance of specific tasks.

Dismissal is the permanent separation of a member from the College.

Expulsion is dishonorable dismissal.

Suspensions, dismissals and expulsions are permanently recorded on the student's permanent record card.

Fines, penums, restriction and censure may be imposed upon student organizations including fraternities. The activity of student organizations including fraternities and sororities may be suspended under certain circumstances, and the College has the authority to terminate the activities of a student organization, including a fraternity or sorority.

ADMINISTRATIVE PROCEDURES IN MATTERS OF DISCIPLINE AND DISPUTE

Whenever any member of the student body, of the faculty or of the administration believes that a student or a student organization has violated the published Regulations of the College or that conditions necessary to a proper academic environment have been impaired, he/she should bring a complaint before the Dean of Students. Initially, complaints may be either oral or in writing.

One may bring a complaint in one's own behalf, on the behalf of some other member of the community, or on behalf of what one considers the interests of the institution. (When a complaint involves a student organization, a fraternity or some other group, two persons are to be designated by the organization involved as its representatives. After the Dean has verified that an organization has designated its two representatives, these two persons or replacements designated by the group, will be expected to continue as would any other complainants or respondents involved in these procedures.)

Within a reasonable time after a complaint is made, the Dean will discuss it with the complainant and determine what course to follow.

When the Dean determines that the complaint does not involve a possible violation of a published Regulation, he will hold a conference with the complainant and the person complained against, giving whatever advice seems appropriate and seeking to arrange a solution acceptable to all parties concerned. If no solution is possible, the Dean may, at his discretion, refer the matter to a Board of Inquiry, composed of a student, a tenured faculty member and an administrator chosen from the nine-member Board of Inquiry Panel, for advice or arbitration.

When the Dean determines that the complaint does involve a possible violation of a published Regulation, the following procedures will be followed:

1) After discussing the matter with the complainant, and after completing such investigation as he/she deems necessary, the Dean will arrange to meet with the person complained against, referred to hereafter as the respondent. The Dean may or may not include the complainant at this conference. The Dean will attempt to work out a resolution of the matter that protects the

interests of both parties and is acceptable to all concerned. Resort to formal hearings will be avoided whenever possible. When, however, either the complainant or respondent is not satisfied with the resolution suggested by the Dean, he/she may so state in writing and request a hearing before a Board of Inquiry.

II) Whenever a complainant or respondent requests a formal hearing, the Dean will ask the complainant immediately to provide him with a formal written statement of the complaint, complete with a bill of particulars regarding the nature of the alleged offense, its consequences, its date and location, witnesses and so forth. This statement will also include a pledge by the complainant that he/she will attend and participate in any subsequent hearings stemmed from the complaint.

III) Within a reasonable time, but no longer than 72 hours after receiving a formal complaint, the Dean will provide a copy of it to the respondent. Within 48 hours after the Dean sends him/her a copy of the complaint, the respondent shall reply in writing to the Dean that:

A) He/she acknowledges the validity of the complaint, in which event the Dean will take whatever disciplinary action he deems appropriate; or

B) He/she denies the validity of the complaint. In this event he/she will include a summary of his/her reasons for denying the complaint's validity, name witnesses on his/her behalf, and state that he/she will attend and participate in any subsequent hearings stemming from the complaint.

If the respondent does not reply within 48 hours, or if he/she does not pledge to attend and participate in the hearing, the Dean may proceed to conduct the necessary hearings himself and take whatever action he deems appropriate.

IV) If the respondent has denied the validity of the complaint, and if, after a final conference, it is impossible to reach a resolution acceptable to all concerned, then the Dean will empanel a Board of Inquiry, composed of one student, one tenured faculty member and one administrator, each chosen from the Board of Inquiry Panel. The Dean will inform the complainant and the respondent of the hearing date, will review the procedures to be followed, and will give both parties such other information as seems pertinent. The Dean and the Board will then proceed to conduct the necessary hearings.

V) The following rules and procedures will govern all hearings:

A) Neither a complainant nor a respondent may peremptorily disqualify a member of a Board of Inquiry, but if either party objects to one of the Dean's selections for the Board, he/she may state his/her reasons in writing and the Dean shall have the authority to replace the person objected to with another person of the same status from the Board of Inquiry Panel.

B) The Dean will serve as the presiding officer throughout the hearing. If he must absent himself from a part of a hearing session, the Board will choose one of its members to preside at the hearing until the Dean's return.

C) The complainant and the respondent are required to attend all sessions of the hearing, except that either may be excused at his/her own request by the Dean of Students. No hearing session will be held without the complainant and the respondent having been given ample notice and opportunity to attend.

D) The Dean of Students will summon all witnesses, and any member of the student body, the faculty or the administration is expected to respond to such a summons. From time to time other members of these groups may be called for consultative purposes, and they too are expected to respond.

E) The Dean will normally attend all sessions of a hearing, and he will provide such assistance and services as are required by the Board of Inquiry. As presiding officer he will serve to initiate a hearing, to summon all parties to it, to summon witnesses and, when needed, consultants. It will be his responsibility to interpret the College Regulations, to inform the Board of correct procedures, to rule, with the Board's agreement, on the relevance of questions asked by parties to the case and to rule on questions which are redundant, and to see that fair treatment and an opportunity for civil and orderly participation are accorded to all parties.

F) The Dean will cause to be kept a full and accurate record of all hearing sessions.

G) Each party to a case may be accompanied by one adviser during each hearing session. Advisers may not participate directly in the session, but they may consult freely with the person whom they are advising. Ordinarily, the adviser will be a member of the College; but an outside adviser may be present at the request of the complainant or the respondent if the presiding officer agrees.

H) Hearings will be private and the proceedings kept confidential. Witnesses will appear individually, as will consultants; and the latter may appear at any time in the proceedings that the presiding officer thinks proper. When a consultant is called to provide medical or psychological information about one of the parties to a case, that consultant may, with the concurrence of the presiding officer, exclude from the hearing room the complainant, the respondent, or both.

VI) Ordinarily, the hearing will follow this sequence:

A) At the outset, the Dean will read aloud the complaint and the response, written copies of which will be provided to the members of the Board of Inquiry and to the complainant and respondent. The Dean will specify the College Regulations involved in the matter and the alleged actions by the respondent that would constitute a violation of these Regulations. (If it is subsequently determined that Regulations other than those specified by the Dean are involved, the Dean will promptly inform all parties of this fact in writing.) The Dean may at this time set forth basic factual questions to be answered during the hearings. The Dean will then offer the complainant and the respondent time to comment on the statements he has read and on the list of actual questions which he has presented.

B) The Board and the Dean will hear testimony from the parties to the case. During this phase of the hearing only the complainant, the respondent, and their advisers shall be present. Next, the Board and the Dean will question the complainant, then the respondent will be given an opportunity to question the complainant. Next the Board and the Dean will question the respondent, and then the complainant will have an opportunity to question him/her. In the event that there is more than one complainant and/or more than one respondent, the Dean and the Board will determine the order in which parties are to be questioned.

C) If witnesses have been summoned, they will next appear, one by one and in an order determined by the presiding officer. Each witness will be questioned first by the members of the Board and the Dean, then by the parties to the case. Witnesses may be recalled to the hearing as required.

D) After all witnesses have appeared and been questioned, the Board and the Dean will question the complainant and the respondent. The complainant and respondent will also be provided a final opportunity to question one another.

E) The hearing will then recess for a reasonable period of time to permit the complainant and the respondent each to prepare a summary of his/her position, or such statement as he/she thinks appropriate. Ordinarily, this summary or statement will be written.

F) The hearing will then resume with the presentation of the summary or statement of, first, the complainant and, then, the respondent. After the Board and the Dean have had an opportunity to ask final questions, the hearing will adjourn.

VII) Within a reasonable time after the hearing adjourns, the Board of Inquiry will, in writing, report its findings of fact to the Dean, together with any additional information or explanation it thinks necessary. The Board will also recommend penalties or other actions where it deems them appropriate, together with its rationale for such recommendations. After such study as he finds necessary, the Dean may concur with and implement the Board's recommendations; or he may reconvene the Board, state that he does not concur, specify the action he thinks appropriate and attempt to reach an agreement with the Board. If agreement is not reached, the Dean may then implement the decision he deems appropriate, providing the Board with a written statement of his reasons for doing so. This written statement will become a part of the record of the proceedings and will be forwarded to the Board of Reconsideration if either the complainant or the respondent requests reconsideration.

At the same time that the Board reports its findings to the Dean, it may also make general policy recommendations suggested by the case at hand. The Dean, who may also make such recommendations at this time, will forward any such recommendations to the President of the College for consideration.

At the conclusion of each case heard by a Board of Inquiry, the Dean will issue a public statement setting forth: 1) the nature of the complaint heard and the College Regulations that were involved; 2) the names of the members of the Board of Inquiry who heard the matter; 3) a summary of the Board's findings and recommendations; 4) the decision finally implemented by the Dean. Ordinarily this statement will not identify the complainant and the respondent by name.

VIII) If the complainant or the respondent wishes a reconsideration of the Dean's final decision, that person will so inform the Vice President of the College in writing within 48 hours; and that officer will empanel a Board of Reconsideration, composed of one member of the senior class, one tenured faculty member and one administrator chosen from the Board of Reconsideration Panel.

The Vice President will furnish the Board with all pertinent evidence, records, findings and statements for review; and if it thinks it necessary, the Board may rehear a case in its entirety, following the procedures outlined above, except that the Vice President will have the responsibilities of the Dean of Students.

The Board will have the authority to recommend to the Vice President modifications of the Dean of Students' decisions or actions, or it may recommend that the Dean be upheld. Within a reasonable time after the Board reports its recommendations to the Vice President, he will either concur and implement them, or he will reconvene the Board and proceed in a manner identical to that followed by the Dean of Students in a case of nonconcurrence with a Board of Inquiry.

IX) Other pertinent information:

A) At any time between the initial receipt of a complaint and the start of hearings, the Dean may suspend temporarily (i.e., for no more than 72 hours when classes are in session) any party to a case whose continued presence he believes would constitute a danger to the person himself/herself, to other members of the community, or to the well-being of the institution. Such temporary suspensions will not be entered on the student's permanent record.

B) Disciplinary action under these administrative procedures will be taken only when the complaint involves a published Regulation of the College.

C) When a complaint is made involving a possible violation of the published regulations of the College, the Dean of Students may authorize an Assistant Dean of Students, the Director of Residential Services or the Assistant Dean for Student Activities to act for him in seeking a solution acceptable to all parties concerned. If no solution is possible, the matter will be referred back to the Dean of Students who will follow the stated administrative procedures in matters of discipline and dispute.

D) The Board of Inquiry Panel, from which the Dean of Students will select members of the Board of Inquiry, shall consist of three students who have been enrolled and on campus for at least four semesters, three administrators, and three tenured faculty members serving on the Faculty Adjudicative Panel. The Board of Reconsideration Panel, from which the Vice President will select members of Boards of Reconsideration, shall consist of two members of the senior class, two administrators, and two tenured faculty members from the Faculty Adjudicative Panel. Student and faculty members of the Board of Inquiry and the Board of Reconsideration Panels are elected by the groups they represent; the administration members are appointed by the President.

E) The relation of the Vice President to a Board of Reconsideration will be the same as that of the Dean to a Board of Inquiry.

F) Boards of Inquiry will function only during those periods when classes are in session at the College and during Open Periods. At other times, the Dean may either hold a complaint in abeyance until classes resume or he may take whatever other actions seem necessary. During the summer, the Dean, or in his absence an appropriate officer designated by him, will hear complaints and take such disciplinary action as may be warranted.

G) Request for reconsideration of a disciplinary action may be submitted to the Vice President during a vacation or examination period. A Board of Reconsideration will meet only while the College is in regular session. At other times the Vice President may hold requests in abeyance, or he may take such action as he deems necessary.

H) The Dean of Students will be available to assist complainants and respondents to prepare their written complaints and responses, and to provide other pertinent advice.

1) It must be recognized that the above administrative procedures are not capable of application to instances arising out of complaints caused by the concerted action of sizable numbers of students. Should such an action occur, the Dean of Students will retain authority to act in the best interests of the College and to invoke summary suspension. He may also seek the aid of the civil authorities and take action under the law. Following such an instance, should College disciplinary procedures be employed, they will be similar to those described herein.

STATEMENT ON UNPROFESSIONAL CONDUCT AND CONFLICT OF INTEREST

Instances of unprofessional conduct may occur for which there are existing grievance procedures (see: Complaints Against Faculty and Administration). Such unprofessional conduct is incapable of precise definition. Examples of unprofessional conduct and conflict of interest include, but are not limited to, the following:

1. exploitation of another person for private advantage;
2. appropriation of another person's work without appropriate credit;
3. unreasonable and substantial interference with another person's work performance;
4. misuse of authority;
5. violation of confidentiality;
6. improper influence by personal relationships;
7. participation in decisions involving a direct benefit to the participant or those who have a close personal relationship to him or her;
8. permitting outside interests to interfere with or to influence one's job performance;
9. using job-related information for personal advantage.

COMPLAINTS AGAINST FACULTY AND ADMINISTRATION

A student who believes that a member of the faculty or administration has violated a published Regulation of the College may bring a complaint to the Dean of Students. The Dean will then confer with the officer of the College immediately superior to the person complained against. If it is not possible to bring about a resolution of the complaint informally and to the satisfaction of all concerned, the Dean may empanel a Board of Inquiry, composed of one student, one tenured faculty member and one administrator chosen from the Board of Inquiry Panel, to hear the matter. The hearing will be governed by the same rules and procedures that apply when a student is the respondent.

At the conclusion of its deliberations, the Board of Inquiry will report its findings and recommendations to the officer of the College immediately superior to the respondent. That officer may concur with and implement the Board's recommendations; or, if he does not concur, he will then proceed in a manner identical to that of the Dean of Students in a case of nonconcurrence with a Board of Inquiry.

If either the complainant or the respondent is dissatisfied with the final decision, that person may appeal for a reconsideration to the President of the College, who shall have final authority in such cases.

The application of these Procedures to faculty members shall be limited to those cases in which the complaint would lead to a maximum penalty of fine or admonition. If at any time in the proceedings against a faculty member

it should appear that more serious action might be considered, such action should be pursued in light of provisions in *The Faculty Manual* and of American Association of University Professors guidelines.

STATEMENT ON SEXUAL HARASSMENT

The College establishes policies for the purpose of maintaining an environment in which teaching, learning and related activity may be undertaken freely and responsibly. Each member of the College is obligated to refrain from actions that intimidate or humiliate individuals or groups and that undermine their security and self-esteem. Abuse directed toward a person because of sex, race, ethnicity, physical disability, age, sexual preference, or similar personal or class characteristics, is unlawful and is expressly prohibited by College policy. Sexual harassment, in particular, has only recently been acknowledged as a form of seriously hurtful discrimination, and Connecticut and federal laws and regulations give protection to those who suffer it. It is the purpose of this statement to define it and to make clear College policy in respect to it.

Sexual harassment involves any unwelcome sexual advances, requests for sexual favors, or other conduct when:

1. submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or evaluation of academic performance;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual and/or;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Put most simply, sexual harassment is unwanted sexual attention, with or without threats against one's job security or academic success. Thus, harassment can be distinguished from the development of relationships of mutual attraction in the College community. While some such relationships may reflect poor judgment, unless they directly affect the environment of the classroom or the working situation, they cannot be appropriately defined as harassment. All cases of sexual harassment are serious and will be treated as serious matters by the College. However, it is possible to distinguish levels of severity among those offenses which have been defined as harassment. One helpful set of distinctions is that developed by the Merit Systems Protection Board, which divides sexual harassment into three categories: (1) less severe (sexual teasing, jokes, remarks, questions, suggestive looks, and gestures); (2) severe (pressure for dates, touching, leaning over, cornering, pinching, pressure for sexual favors, letters, phone calls, materials of a sexual nature); and (3) actual or attempted rape or sexual assault. Such categories are obviously not absolute. Any offense, however minor it may seem, can take on severe implications. Nevertheless, these categories are useful and may be invoked in determining appropriate punishments for proven offenses.

Most frequently, the offender in an incident involving sexual harassment is a male with authority or power over a female's employment or academic career. However, a woman in the position of power may be an aggressor in relationship to a male subordinate or student, or both victim and offender may be of the same sex. Co-workers or students may create an intimidating, hostile or offensive working environment for other workers and students.

That which is offensive short of extortion or actual assault often rests

largely upon the response and the interpretation of the victim and may at times be entirely contrary to the actual or presumed motivation of the offending party. Therefore, the law addresses circumstances in which the victim refuses, or attempts to avoid, such attention but continues to receive advances. The law also addresses circumstances in which the victim's sense of job security is sufficiently threatened that there may be no refusal or avoidance; indeed there may even appear to be acceptance.

Since some members of the College community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty members and supervisors in particular, in their relations with students and supervisees, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Potential conflicts of interest of a particularly sensitive nature may arise out of consensual sexual relationships which are not included under the definition of sexual harassment. This is especially important where a sexual relationship occurs in the context of educational or employment supervision and evaluation. Because the effects on other people at work or in the classroom are frequently not apparent to the persons involved in a sexual relationship, anyone with such an involvement should be attentive to the feelings of colleagues and/or students and to the potential conflict of interest that may be involved.

Furthermore, because there is an inherent power difference in the relationship between supervisor and supervised, teacher and student, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities which are outside of those clearly appropriate to the professional relationship. It is the responsibility of faculty and supervisors, therefore, to behave in such a manner that their words or actions cannot reasonably be perceived as coercive. It is also important that personal relationships not impair one's ability to preserve the judgment necessary to function as a teacher or supervisor.

The purpose of this policy is to encourage action which is consistent with the goals of the College. Distinctions between conduct which is appropriate and that which is inappropriate are often difficult to draw and may vary from situation to situation. In adjudicating grievances, and especially those in which the allegations center exclusively on verbal conduct, it will be necessary to be sensitive to the complexities of human behavior and the ambiguities of interpersonal relationships. Moreover, the College must protect the rights of academic freedom and freedom of speech. This means that members of the College community are entitled to express their own opinions and beliefs, even when such opinions and beliefs may in themselves be offensive to others. This does not mean, however, that any member of the College community may inflict unwanted sexual attention of any kind upon another member of the community. The principle of academic freedom may not become a shield for verbal harassment of a sexual nature. Conversely, the College policy on sexual harassment may not be used to limit discussion of controversial issues which happen to be sexual in nature or to interfere with the legitimate expression of personal opinions.

The administration is taking all necessary measures to publicize grievance procedures and the sources of information and counseling available to assist grievants. Any person who feels harassed or otherwise discriminated against on sexual grounds should take note of the following checklist: Know your rights; understand Trinity's position on sexual harassment. If you can, con-

front the harasser. If you feel that is not feasible, contact any member of the Sexual Harassment Grievance Committee, or, if a student, a member of the Dean of Students or College Counseling Office. Keep a written and dated record of incidents, and note witnesses. Talk to friends, colleagues, counselors, or fellow students. It is important to avoid isolation and self-blame. Making an offense known may help to protect others as well as yourself. Trinity provides strong institutional support for those who undergo sexual harassment. Members of the College community are encouraged to utilize this support system.

GRIEVANCE PROCEDURES FOR SEXUAL HARASSMENT

Grievance Committee

The President of the College shall appoint a standing committee to receive complaints of sexual harassment. Complaints against an administrator, a member of the faculty, or an employee of the College may be brought to the Committee by any member of the College community.

A complaint by one student against another student (or other students) may be presented either to the Dean of Students Office or to a member of the Sexual Harassment Grievance Committee. In the latter case, the Committee shall refer the complaint to the Dean of Students Office to be handled under the generally established Administrative Procedures in Matters of Discipline and Dispute in the *Trinity College Handbook*. A member of the Committee shall, however, be designated to follow the progress of the case in an informal advisory capacity to the Committee until it is finally resolved. Committee members shall also be similarly available informally to advise students and/or student organization officers involved as either complainants or respondents in the adjudication of sexual abuse complaints under those procedures. (The advisers from the Sexual Harassment Grievance Committee shall not serve as the advisers identified in section V (G) of the Administrative Procedures in Matters of Discipline and Dispute.)

There will be seven members on the Grievance Committee: two students, two administrators, two tenured faculty members, and one person with experience in clinical psychology. Before appointing members to the Committee, the President will invite nominations by the Student Government Association (for the student appointees), from the Faculty Conference (for the faculty appointees), and by the President's Committee (for the administrative appointees). The President's appointments will be guided by such considerations as experience, continuity, and sensitivity to the concerns of those affected by sexual harassment. Over time, the Committee's membership should comprise equal numbers of men and women; at any given time there will be no more than four persons of the same sex on the Committee.

Student members will sit on the Committee only when a complaint directly involves a student. The normal term shall be two years, and no person shall serve more than two complete terms consecutively. Each year the President will appoint a member to chair the Committee and to be responsible for administrative matters.

Complaints

These principles will guide the members of the Grievance Committee in their work:

1. The Committee will deal with both informal and formal complaints. A complaint will be considered "informal" until the complainant has submitted a signed, written complaint to the full Committee. That

- signed, written complaint will constitute a "formal complaint" and will be so understood throughout these Grievance Procedures.
2. All matters pertaining to a complaint (whether formal or informal) and all proceedings relating to it are to be kept in confidence by the Committee.
 3. The Committee will maintain, as part of a permanent file, no records, written or other, of discussions with complainants which do not lead to the initiation of a formal complaint, except that the member first consulted will have a record of the name of the person consulting him/her, the date of their first meeting and the general nature of the complaint. If a complainant decides that a formal complaint will not be lodged, this record should be forwarded to the college attorney who shall maintain it as "Notes to File."
 4. Records of a formal complaint in the possession of the Committee or of an administrative officer will be kept for no more than five years after the initiation of the formal complaint except in cases in which the penalties necessitate the keeping of a permanent record.
 5. The Committee will keep parties to a formal complaint informed about its status and will act in a timely fashion.
 6. The Committee will emphasize conciliation and mediation and will rely on discreet inquiry, persuasion, confidentiality and trust in dealing with those who may be involved in an informal or formal complaint. The Committee will attempt in conciliation and in mediation to reach a resolution that is fair, that is agreeable to all parties, and, in the event there has been an act of sexual harassment, that will minimize the chances for repetition.
 7. Either to attempt to penalize anyone for initiating an inquiry or a complaint or to retaliate in any form is prohibited, and both will be treated as separate incidents to be reviewed by the Committee.

Complaint Procedures, Consultation and Mediation (Informal Level)

A complainant may seek advice from, consult with, secure information about procedures from, or present an informal complaint to any member of the Committee. A complainant may have the assistance of any other member of the College in presenting a question, a concern, or informal complaint to a Committee member. Communication at this stage may be oral or written. If a complainant chooses no particular member of the Committee to address, the Chairperson will select one. At this stage of the procedure a formal complaint is not required; however, with the consent of the complainant, a Committee member, acting alone or with one other member appointed by the Chairperson, may assist in an effort to mediate an informal complaint. This effort should be made within three weeks from the time consent is given, and the Chairperson is to be kept informed.

Complaint Procedures, Formal Level

When mediation seems to have been unsuccessful and/or when the complainant is convinced that the complaint should lead to recommendations of penalties, the Committee will require the complainant to present a formal complaint before it begins an investigation or renews efforts to mediate. When a particular outcome is sought by a complainant, it should be specified in the complaint. The formal complaint may be placed in the hands of the Committee member with whom the student had consulted earlier, or it may be given to the Chairperson. A formal complaint may be presented to the Committee

at any time within one year of an incident of alleged sexual harassment. However, a potential complainant who might wish to bring a complaint to an agency outside the College should be aware that a complaint of sexual harassment must be brought to the appropriate outside agency with jurisdiction to investigate within 180 days of the alleged incident.

The Committee member who has received the formal complaint will, without mentioning the name(s) of the complainant(s), the person(s) complained against, or anyone else in the complaint, discuss it with the full Committee.

The Committee will decide whether the formal complaint falls within its jurisdiction or should be referred to a particular college officer. In the event the complaint is determined not to involve sexual harassment, the Committee member who has guided the complaint will provide the complainant with a written explanation of why it cannot be further pursued and advise on its proper referral.

If the Committee decides that the complaint falls under its jurisdiction, then all persons involved in the complaint will be identified to the Committee, and its members will then decide upon a course of action. The Committee, having decided it has jurisdiction, will immediately so notify the complainant in writing.

At this time the complainant may challenge the participation of individual Committee members if there seems to be cause. The Committee members not challenged will decide upon the merits of a challenge, and their decision will not be subject to appeal. When a challenge is sustained, the President will appoint a replacement in the same category as the original member to serve until the Committee resolves the complaint. The respondent will have the same right to challenge as the complainant, and the same procedure will be followed.

One member of the Committee may guide the complainant through the procedures. Usually this will be the person first consulted in respect to a complaint. One of the Committee's faculty or administration appointees may guide the respondent through the procedures. The persons selected to guide the complainant and respondent through the procedures are responsible only for insuring prompt and fair treatment for the individuals represented, and they are not to consult on other matters unless the Committee has authorized such consultation.

One member of the Committee designated by the Chairperson will immediately meet with the person complained against and provide that person with a copy of the signed complaint. The Committee will ask the respondent to provide a written statement in answer to the complaint.

Once the respondent has received a copy of the complaint, no less than one week, and ordinarily no more than two weeks, will be allowed for the participants to prepare for a meeting with the Committee.

The Committee will first hear the complainant and then the person complained against in order to review the events that led to the complaint and to resolve the issue, if possible, by mediation.

Having heard both parties separately, the Committee may choose to meet with both present together. In certain cases the mediation of the complaint may be possible as a consequence of this meeting. Each party to a complaint may be accompanied by an adviser when speaking with the Committee and may consult with the adviser while discussions are being conducted; advisers may not, however, participate in discussions, and the committee will not permit persons who have had formal legal training to be present as advisers during these discussions.

Complainants and respondents will have the opportunity to present information and persons who may provide information which the Committee deems relevant to complaints. Respondents may review all documents that have been considered by the Committee and are judged to relate to the respondents' actions. Similarly, complainants will be permitted to review those documents considered by the Committee that directly relate to their actions.

When it seems necessary, in order to resolve a complaint or to prepare its recommendations, to consult with persons other than the complainant and respondent, the Committee will notify both before doing so.

After hearing the complainant and respondent separately, Committee members shall not meet separately with them. However, should a majority of the Committee vote to require a meeting with one party in the absence of the other, the Committee as a whole may meet with the parties separately. Whenever others than the complainant and respondent are interviewed by the Committee, the Committee may choose to have both primary parties present or to conduct the interview with neither present.

The Committee will limit its investigation to the substance of the complaint and will consult only with those who have facts relating to it. All persons consulted will be called upon to safeguard confidentiality. The Committee will meet privately to consider the formal complaint and, having reviewed it, within one month the Committee will take one of these actions:

1. decide there was no basis for the formal complaint; or
2. attempt to resolve the formal complaint between the parties involved as complainant and respondent to their mutual satisfaction; or
3. refer the formal complaint with its findings, conclusions, summary of testimony and its recommendations to the appropriate senior officer.

The Committee will prepare a written report describing (1) the facts it has found, (2) the conclusions it has drawn from them, (3) a summary of testimony that it used in reaching its conclusions and (4) its recommendations. The report of the Committee will be adopted by the affirmative votes of 2/3 of the Committee members who participated.

The Committee normally will review formal complaints as quickly as possible and will take no more than sixty days after receiving one to conclude its work. It may be necessary, however, when a formal complaint is made near the end of the academic year, to extend this period.

Formal Complaints, Delayed

At the request of a complainant, a formal complaint that the Committee decides is within its jurisdiction may be held until a specific date (e.g., after the completion of a course or other academic exercise). Usually, such delays will be for no more than one semester. Delayed complaints, once deadline is reached, will be dealt with in the regular manner.

Formal Complaints, Withdrawn

A complainant may, at any time, withdraw a formal complaint. When this occurs no further action will be taken, and no record will be kept.

Request for Anonymity

When a complainant is unwilling to be identified as the originator of a complaint, the Committee will decide whether to inform the person complained against of the circumstances. There will be no further inquiry and review until the complainant is ready to be identified.

Penalties and Referrals

The Committee may not impose penalties more severe than a reprimand, a demand for an apology, and a warning to desist from such behavior in the future. Such penalties as these may be kept in Committee records without being added to the personnel file of the person accused of harassment. If the Committee does not forward a recommendation to a senior administrator, it should keep the identity of the parties involved strictly confidential. However, in cases in which the Committee believes that a first offense warrants a more severe penalty and in all cases of repeated offense, the Committee may recommend more severe penalties to an appropriate senior administrator of the College. Such administrators include the President, Vice-President of the College, Dean of the Faculty, Treasurer, Director of Athletics, Vice President for Development, Director of Alumni and College Relations, and the Director of Buildings and Grounds. Penalties which the committee may so recommend include but are not restricted to fines, college censure, suspension, and dismissal.

Review Procedures When a Complaint Has Been Referred to a Senior Administrator

When it refers a complaint to one of the senior administrators of the College, the Committee will also transmit the formal complaint, the response, such facts as have been discovered in the Committee's investigation, a summary of testimony, its conclusions, and its recommendations on an appropriate action. Nothing in these procedures shall preclude the right of the primary parties to consult the administrator receiving the referral. The administrator will permit the complainant and the respondent to review the Committee report and to submit a written response. Neither complainant nor respondent shall be entitled to make or receive a copy of the report at this stage.

The senior administrator to whom the referral was made shall accept the Committee's findings unless he/she determines that they are unsubstantiated by the information provided to the Committee, in which case the administrator may modify or reject the Committee's conclusions and/or the recommendations. Should this happen, the administrator will meet with the Committee to discuss the matter and explain the reasons. The Committee may then appeal the administrator's decision to the President.

Within thirty days of receiving the Committee report, the senior administrator shall inform, in writing, the complainant, respondent, and Committee of his/her decision and shall include his/her conclusions on the complaint and the action to be taken.

Whenever the Dean of the Faculty concludes that a tenured member of the faculty or one whose term appointment has not expired should suffer a penalty more severe than a fine or admonition the proceedings will be conducted in light of provisions in *The Faculty Manual* and the guidelines of the American Association of University Professors (the "guidelines" are the 1968 "Statement on Procedural Standards in Faculty Dismissal Proceedings").

Whenever a senior administrator concludes that a member of the administration should suffer suspension or dismissal, he/she will so recommend to the President of the College.

Whenever a member of the union suffers a penalty, the union will be so notified and will have the opportunity to file a grievance on behalf of the employee through the established union grievance procedures.

SEXUAL HARASSMENT GRIEVANCE COMMITTEE

Presently serving on the Sexual Harassment Grievance Committee are: George Doten (Professor of Psychology); the Director of Institutional Affairs; George Higgins (College Counselor); Rebecca Wondriska (Documents Librarian); and Edward Garrity (Class of '86). An SGA representative and a faculty representative will be appointed in the fall of 1986.

ARBITRATION OF DISPUTES

When students or groups of students find it impossible to settle or terminate disputes, either party may address the Dean of Students and request arbitration. In most instances the Dean will attempt to settle such disputes in his own office, without resort to formal hearings. When such a settlement appears unlikely, however, the Dean will convene a Board of Inquiry, composed of one student, one tenured faculty member and one administrator chosen from the Board of Inquiry Panel, and ask it to hear both sides.

After such hearings and deliberations as it finds necessary, the Board will hand down the settlement it believes proper. It may also establish penalties to be imposed should either party fail to adhere to the settlement.

COLLEGE POLICY ON FELONIES

1) In the event that a student has been charged by any public prosecutor, grand jury, or in any court with a felony, there shall be an inquiry to determine whether the student should continue in student status, or whether he/she should be suspended until the issue is resolved in the courts because his/her continued presence is considered a threat to the physical safety of himself/herself and/or others, or a threat to college property. The preliminary inquiry will be conducted by the Dean of Students. At the conclusion of his inquiry, the Dean will either notify the student that he/she may remain in student status pending court disposition of the charge, or the Dean will refer the matter for a hearing by a Board of Inquiry composed of two students, two tenured faculty members and two administrators chosen from the Board of Inquiry Panel. At the conclusion of the hearing, the Board will recommend to the Dean either that the student be suspended or that he/she be permitted to remain in student status. The Dean, who shall attend all hearing sessions, may concur with and implement the Board's recommendation or he may, after conferring with the Board, state his nonconcurrence and implement the decision he thinks appropriate. In the event of the Dean's necessary absence, another officer of the administration, designated by the President, shall act in his stead. (If the President or his deputy has found it necessary to invoke summary suspension, a Board of Inquiry hearing will occur as soon as practicable, and not later than 72 hours after the original suspension when classes are in session.)

2) Whenever convicted of a felony, a student shall be suspended indefinitely.

3) If convicted of a felony and then released on probation, or if convicted and imprisoned for any period of time and then released on parole, or if convicted and released on bond pending appeal, or if convicted and released after serving his/her sentence, the student may petition the Dean of Students for readmission. A panel of six persons — two students, two tenured faculty members and two administrators — will then conduct a private hearing to advise the Dean as to whether the student should be readmitted to the College, or whether he/she should be denied readmission because he/she is considered potentially harmful to himself/herself or to others in the College or

because his/her presence would be detrimental to the College. The panel may also propose special conditions under which readmission would be permitted. The Dean of Students, who shall attend all hearings, may concur with and implement the panel's decision or he may, after conferring with the panel, state his nonconcurrence and implement the decision he thinks appropriate.

4) In cases where felony charges are held *in nolle prosequi*, a student who had been suspended pending court disposition of the case may petition the Dean for readmission in accordance with the procedures outlined above. If the student had *not* been suspended pending court disposition of his/her case, he/she shall retain student status if the charges are held *nolle prosequi*.

5) In all hearings the person being heard may have counsel, but may not have counsel act directly for him/her at the hearing. The person being heard may call witnesses and may question witnesses called by others. The person being heard may not challenge panel members. All hearings shall be conducted with scrupulous regard for fairness and equity. All hearings will be private and the proceedings confidential. All pertinent documents and exhibits and all notes on the hearing will be transmitted under seal to the Vice President's Office at the conclusion of the hearing, and they shall not be a part of the student's regular College file.

6) In any case where it is unclear whether the charge is a felony or a misdemeanor, the Dean of Students will seek clarification, and whenever he deems the charge sufficiently serious, he shall invoke the procedures outlined above.

7) Nothing in this policy shall nullify a student's right to appeal to the President of the College.

REGULATIONS ON DRUG USAGE

The use of drugs has become so widespread a danger in society that no college or university can ignore the problem. Thus, certain members of the College staff are available to those who become involved so that they may obtain appropriate confidential counseling and medical assistance. Their services have been effective, and the College encourages their use by students who find need for them. The College is concerned with preventing the serious difficulties which arise for the individual from illegal drug usage and from illegal drug distribution.

There are, however, other aspects to illegal drug usage and distribution. The College community should be fully informed of the possible consequences. Therefore, the following regulations apply. Members of the community should be aware of the deleterious effects which drugs and the traffic in drugs may have upon the individual and upon the welfare of the academic institution.

Regulations

1. Students are expected to be aware of and to observe the Connecticut and federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription, and/or administration of those drugs which "contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the public health council and commissioner of consumer protection pursuant to section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Controlled drugs are

classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine."

2. Although the College wishes to counsel, aid, and advise individuals and groups who are having difficulty with drugs, the College may find itself obligated to apprise the appropriate public agencies when it has knowledge of violations, because the possession, use, sale, manufacture, prescription or distribution of illegal drugs is an offense against Connecticut and federal laws.

3. Students charged with and/or convicted of felonious possession, use or sale of drugs will be subject to the College Policy on Felonies (*see above*).

Nothing in these regulations alters the concern of the administration and faculty to help those individuals who wish counseling on drugs. The hope is that we can maintain a healthy campus community, a prospect severely jeopardized by the use of dangerous drugs and by certain activities related to drugs. The welfare of Trinity College requires frank recognition of the risks involved and continuance of a search for effective means to solve this problem.

Proper Behavior in the Use of Computer Systems

People unfamiliar with the use of a computer may not understand how the College's rules and regulations apply to the computer systems. Computer systems are an academic resource and any attempt to interfere with their normal function jeopardizes the user's academic well-being. Responsible behavior in the use of the computer systems is expected at all times. In addition, all the rules and regulations of the College, as outlined in this *Handbook*, including any disciplinary action taken, extend to all areas of computer use, both academic and non-academic.

For the purpose of clarification, a few analogies are in order. Gaining unauthorized access to an account is analogous to breaking into a room or office. Looking at files in a private directory is analogous to going through someone's desk, which, if unauthorized, is a violation of privacy. The facilities provided for communication between users of the computer system are analogous to the telephone and postal systems, and the same standards of behavior apply. Writing a program is like writing an essay and the same rules of intellectual honesty apply.

Pets

Undergraduates are not permitted to have animals on the Trinity College campus or in any of its buildings except where a specific disability so requires. That prohibition is designed to protect the health, safety, and convenience of all members of the community. Failure to observe that prohibition will result in the levying of disciplinary penalties. (Violators may be removed from College housing, since the Residential Contract specifies that no animals are permitted.) Exceptions may be made for small caged pets (e.g., hamsters, guinea pigs, gerbils, birds, turtles, and fish) provided that humane conditions are offered and that danger, noise, odor, or disposal of waste do not present a problem for roommates, neighbors, or any residential/housekeeping staff.

Age of Majority

Since October 2, 1972 eighteen has been the age of majority under Connecticut law. As a consequence of the new age of majority, the Trinity College

Council made the following recommendations to the President of the College, and they were subsequently approved by the Trustees as College policy:

That catalogues, viewbooks, student handbooks and similar materials prepared by the College inform those who read them: a) that in Connecticut the age of majority is 18 and that under the law, students that age and older have the full rights and responsibilities of all other adults, except as limited by the provisions of Title 30, Chapter 545 of the Connecticut General Statutes, the Liquor Control Act; and b) that, as a matter of principle, in keeping with College policy, students normally be dealt with directly in matters pertaining to college bills, grades, academic credit, and academic and disciplinary status, and c) that, recognizing the extent of familial involvement in the student's education, the various offices of the College, at the request of the student, provide bills and information on academic progress and disciplinary status to parents and guardians.

Each year the Registrar provides students with a form on which to signify:

- a) to whom to have grades and other academic information sent, and
- b) to have directory-type information withheld from publication.

It should be noted that under federal law the parent or legal guardian of a student who is classified as a dependent for income tax purposes has a right to information about that student without the College having to seek the student's consent. Thus, at its discretion, the College will provide such information to the extent permitted by law.

Statement On In-Loco-Parentis

In matters not involving the immediate physical well-being of a student, neither the faculty nor the administration assumes what has been generally referred to as *in-loco-parentis* role. A student is expected to conduct his/her life with ordinary prudence. When his/her conduct on campus or at college-sponsored events falls significantly short of this expectation, the College can rely on its own disciplinary and judicial procedures to obtain the necessary correction or redress. For misconduct off campus, each student must accept the consequences of action taken against him/her by civil authority. In such cases, the College does not shield him/her from the consequences of his/her actions. The College believes this position to be proper, not only with regard to his/her education and development as a person, but also because a college student should not enjoy a status of special privilege. The College will not arrange bail or provide legal service to students in difficulty with the law. In these rare cases of incarceration, the College will expect a student to arrange his/her own release either through his/her own or his/her parents' efforts. The College will, however, advise a student who is seeking legal assistance.

Social Affairs

Trinity College expects that all social events will be conducted in an orderly fashion with due regard for the rights and sensitivities of guests and of neighbors in surrounding areas, and with special recognition of the needs of fellow undergraduates for an environment in which they can undertake their studies and other academic obligations. With these considerations in mind, the College has established the following regulations with regard to parties, dances, concerts and other student social events on College property or in the fraternity houses:

1. All parties, dances, concerts and other student sponsored social events must be registered with the Director of the Mather Campus Center

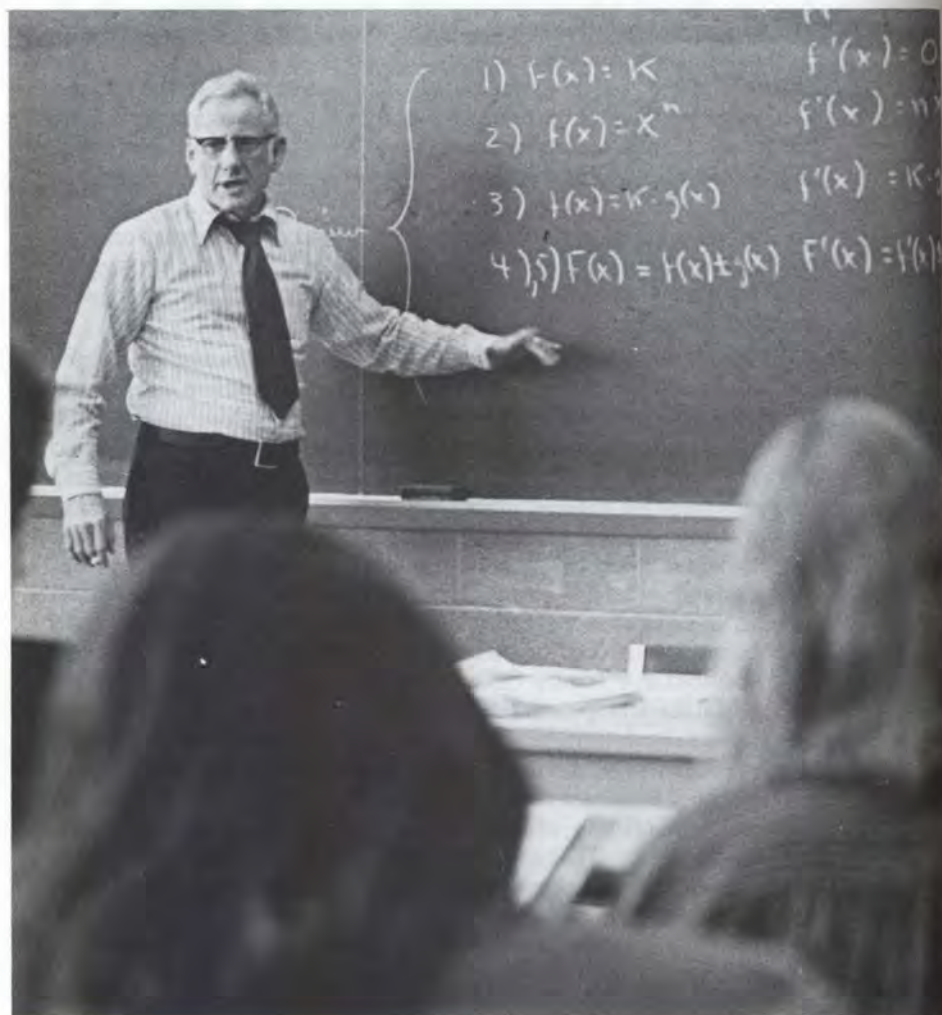
at least two weeks prior to the event.

2. Social events may not be held while classes are being held. Classes are usually over by 4:00 p.m.
3. All indoor parties must end, music off, and lights ON by 1:00 a.m. Sunday through Thursday and 2:00 a.m. Friday and Saturday. All outdoor parties including fraternity and sorority events on their grounds must end, music off, and lights ON by 11:00 p.m. Sunday through Thursday and 1:00 a.m. Friday and Saturday.
4. The proper conduct of any event is the responsibility of the officers of the sponsoring organization or the sponsoring individual as well as the facility host if a fraternity or an organizational facility (e.g., Umoja, Hillel) is used for the event.
5. Fund raising parties at which alcohol is provided are no longer permitted due to the increased Age of Majority. One Day Liquor Permits may not be taken out for any campus facilities by recognized organizations or individual students.
6. The sponsor(s) of the event will make themselves known to guests, security officers and college administrators upon request.
7. The sponsor(s) has the responsibility to end the event on time and move the guests quietly and expeditiously.
8. After the event ends, the facility used and access ways to the facility used must be cleaned by the sponsor(s) to the satisfaction of B & G personnel. Complaints concerning areas not cleaned will result in a \$50.00 fine plus a cleaning fee payable before any additional events may be scheduled.
9. An individual student who does not represent an organization and who wishes to conduct a social event will follow not only the regulations for events scheduled by recognized organizations (see pp. 65-68) but also these special rules.
 - a) Money, whether collected at the door or in advance of the event, will be collected by a Mather Campus Center student employee.
 - b) All checks and cash will be deposited with the Mather Campus Center supervisor, and a receipt will be issued to the sponsor(s).
 - c) Sponsors will present verifiable receipts for expenses for reimbursement on the first business day following the event. Money in excess of the expenses presented by the sponsor will be deposited in the Student Government Activity Fee fund or in a scholarship fund at Trinity College at the discretion of the sponsor. Losses not recovered are the responsibility of the sponsor(s).
 - d) Money not picked up within one week of the event will be deposited in a Trinity College Scholarship Fund by the Director of Mather Campus Center.
- 10) The College regulations regarding the use of alcoholic beverages will be revised and published in September, 1985. The age of majority in Connecticut becomes 21 on October 1, 1985.

In an emergency, officers of the sponsoring organization or students responsible for the conduct of the event may end the event early if they deem necessary. Such action should be reported to the Office of the Dean of Students as soon as possible. Members of the Security staff may also terminate a social event in an emergency or if the event has continued beyond the designated closing time.

When a member of a College organization in its designated facilities or

function exceeds reasonable limits of conduct, the president of the organization (or his designated deputy) is expected to take corrective action. The College holds the president of the organization directly responsible for the conduct of members at organizational events. If the membership is not responsive to the president's directives, he should resign. Unless a new president can be elected to whom the membership will be responsive, the organization will lose College recognition and will not be allowed to use Trinity facilities or to function at the College. When appropriate, the Student Government Association may also take action against student organizations which violate regulations established by the SGA or by the College.



Academic Procedures and Regulations

Registration

Toward the end of each semester students designate the courses they intend to take the following semester. This process, pre-registration, involves selecting courses, obtaining the approval of the faculty advisor and instructors, and presenting the properly completed forms to the Registrar. There is a substantial fine for late pre-registration or registration.

First Registration Day occurs just prior to the beginning of classes and is essentially, a checking in and confirmation of courses chosen at Pre-registration.

The first two weeks of the term are designated Change of Program Period (first 10 days of each quarter for Physical Education), and during this time students may drop or add courses with the permission of their faculty adviser and the instructor of the course added. Courses dropped during the Change of Program Period are not entered on the permanent record card. At the end of the two week period Final Registration and Advising Day occurs. After that day no courses can be added and courses dropped are recorded and marked DR on the record card. Courses may be dropped up to and including the last day of classes, except in Physical Education wherein courses may not be dropped after the first 20 days of each quarter.

Each semester any student enrolled for four or more course credits may take one academic course on a Pass/Fail basis, provided the course is not required for the major and provided that the student was not on academic probation the preceding semester. Beginning with the Class of 1987, each matriculated student will be permitted to designate one course each semester to a maximum of four courses in his/her academic career not required by his/her major, as Pass/Fail courses. (Physical Education courses may be taken Pass/Fail in addition to the one academic course.) The Pass/Fail designation is made during the first two weeks of classes. After the first two weeks and up to and including the last day of classes the student may notify the Registrar that he/she wishes to receive a letter grade in his/her Pass/Fail course. After the first two weeks of classes the student may not convert to Pass/Fail a course which he/she had elected to take for a letter grade. Those teaching or taking student-taught courses are graded only on a Pass/Fail basis, and the option may not be used for one of those courses and for another academic course in the same semester.

Graduate courses may be taken by undergraduates with the permission of the faculty advisor, the instructor, and the Graduate Office. Students who register for six course credits are charged an additional fee. Courses may be audited by degree candidates with permission of the instructor. No examinations or credit are given for audited courses, and no entry is made on the permanent record.

Attendance

While students are expected to attend regularly and promptly all their classes, college appointments and exercises, attendance at classes shall be evaluated in terms of its effects on adequate learning within the academic setting of classroom and laboratory. Therefore, the instructor will define the attendance requirements of each course and will announce them to the class at the beginning of the term.

Penalties for excessive cutting will be determined by the course instructor and may, at his/her discretion, include the issuance of a failing grade for the course.

Student-Taught Courses

Information for Students Preparing Proposals

- I. *Procedures and deadlines for application:* A student who desires to offer his/her own course as provided by the curriculum (*see Catalogue*) should take the following steps:
 - A. Draw up a proposal according to the format below.
 - B. Obtain a Faculty Supervisor to assist in developing the proposal and to oversee the teaching of the course.
 - C. Obtain an Outside Examiner to evaluate the work of the students enrolled in the course.
 - D. Submit a copy of the proposal to each member of the Curriculum Committee. Deadlines: October 14, 1985, for a course to be taught in the Spring Term, 1986; March 3, 1986, for a course to be taught in the Fall Term, 1986.
 - E. Submit to the coordinator of the Student-Taught Courses:
 1. A written statement from the Faculty Supervisor indicating his/her approval of the course as proposed and the way in which he/she intends to supervise it.
 2. A written statement from the Outside Examiner indicating his/her willingness to evaluate the students who take the course.
 3. A written comment from the chairman or director if the course falls within the boundaries of a department or program.
- II. *Format of the proposal:* This proposal should be specific and detailed in its presentation, for the Curriculum Committee will only approve courses which combine worthwhile subject matter, carefully conceived structure, and thorough preparation of the teacher.

Date:

Name of student:

Class:

Campus address:

Title of proposed course:

Name of Faculty Supervisor:

Name (and address) of Outside Examiner:

 - A. Course description
 1. Objectives of the course
 2. Outline of the course including a timetable
 3. Conduct of the course (lecture, seminar, etc.)
 - B. Materials and resources
 1. Books and/or projects to be assigned
 2. Special assignments (labs, field experiences, trips, etc.)
 3. Special lecturers and/or consultants
 4. Materials to be used by student-teacher in preparation of the course including a bibliography

Careful account should be taken of the adequacy of the College facilities to support the course and any expenses which the College

might be expected to sustain. In addition, regard should be given to expenditures required of students.

C. Arrangements

1. Number of class meetings and their length
2. Limits of student enrollment (The absolute maximum enrollment is fifteen students.)
3. Amount of course credit recommended for students successfully completing the course

D. Justification

1. Why do you want to teach this course?
2. What would this course contribute to the curriculum of Trinity College?

Signature of the student:

Signature of the Faculty Supervisor:

Signature of the Outside Examiner:

III. *Responsibilities of the student-teacher:* Once a course is approved, the student-teacher is solely responsible for all aspects of that course, other than final evaluations, including:

- A. Arrangements for meeting time and place (see the Assistant Registrar).
- B. Preparation of book lists for library reserve and the ordering of library books, if necessary, at least two months before the course is to be offered (see the Librarian).
- C. Submission of book orders to the Bookstore at least two months before the course is to be offered (see the Manager of the Bookstore).
- D. Signing of permission slips for pre-registration.

IV. *Responsibility of the faculty supervisor:* The supervisor will assume the same responsibility for the student-taught course that a department chairman does when an instructor in his department must withdraw from a course before it is completed.

A coordinator of Student-Taught Courses will be designated by the Curriculum Committee. Procedures for application and preparation of a proposal should be discussed with him/her before submission to the Committee. See J.R. Spencer, Secretary of the Committee, for the name of the coordinator.

Individually Tailored Interdisciplinary Majors

A student wishing to construct his/her own interdisciplinary major must, in consultation with two *faculty sponsors* and with the advice of the department chairman of the disciplines involved in the program, prepare a program of study which would constitute his/her major. (See the appropriate pages in the *College Catalogue*.)

Such a major should be initiated only when it is clearly directed to the achievement of *objectives* which cannot reasonably be approximated by any major now offered at Trinity. It must encompass a body of *interrelated courses* which make possible the achievement of the learning objectives, and it should be unified by a *synthesizing agent* such as a carefully devised thesis project and/or appropriate comprehensive examination. Fulfillment of the major should not be possible simply by means of perfunctory completion of a certain number of assorted courses in several disciplinary areas.

Whenever more than two course credits from any department or program are included in an interdisciplinary major, the student must secure the signature of the head of that department or program.

The chairman or program director's signature would signify his/her approval of the major to be undertaken and his/her department or program's acceptance of responsibility to work with the student to resolve any later difficulties if courses included in the interdisciplinary major proposal are not then offered at Trinity or if faculty necessary to the completion of the major have left Trinity.

After the proposed major is approved by the Curriculum Committee, any change in the major must receive the written approval of the faculty sponsors and the Curriculum Committee's coordinator of individually tailored interdisciplinary majors. If the change is deemed to be important enough the coordinator will refer it to the Curriculum Committee for a final decision.

Each proposal must contain no fewer than twelve courses. It is not anticipated that more than eighteen courses will be included in the proposed major. At least one-half of the courses in the proposed major must be advanced-level courses.

The Curriculum Committee cannot entertain majors which are preliminary studies to a particular discipline. That is, majors which purport to be pre-law, pre-medicine, pre-architecture, etc. are not acceptable. Also, no disciplinary major, e.g., anthropology, which is not established as a regular major at the College already may be presented as an interdisciplinary major.

A student, together with the faculty sponsors, must submit the proposal to the Curriculum Committee for its approval. This should be done using the format given below. A copy should be sent to *each member* of the Committee.

Completed proposals, in the proper form (see below), must be submitted for approval to the Curriculum Committee no later than pre-registration for the student's sixth semester and approved by the Committee prior to registration for that semester. It is not anticipated that the Committee will consider proposals which are submitted after that deadline.

The coordinator of individually tailored interdisciplinary majors for the Curriculum Committee is J. R. Spencer. Each proposal must be discussed with him before submission to the Committee.

Proposal for an Individually Tailored Interdisciplinary Major

Date:

Name of Student:

Class:

Title of proposed interdisciplinary major:

Names of faculty sponsors:

I. Objectives:

II. Courses

Department	Course No.	Title of course	Instructor
Freshman year			
Sophomore year			
Junior year			
Senior year			

III. How these courses are interrelated and make possible achievement of the learning objectives:

IV. Synthesizing agent (unifying project; e.g. thesis, comprehensive examination):

V. Names of faculty members from two different departments who will evaluate the synthesizing agent:

VI. Further comments or explanation:

Signature of student:

Signatures of faculty sponsors:

Open Semester Procedures

- 1) Discuss your program with a faculty member who will be your Open Semester Adviser. Decide with him/her on a method of evaluation of your work. Whether or not you have an Off-Campus Adviser, your Faculty Open Semester Adviser is finally responsible for the evaluation of your work for academic credit.
- 2) Meet with J.R. Spencer, the coordinator of Open Semesters, to discuss your project and secure application materials.
- 3) Define clearly and commit to writing your educational objectives in undertaking an Open Semester, your specific program (including a timetable) and your schedule of contacts with your Open Semester Adviser.
- 4) Seek the approval of the appropriate department chairman if you wish Open Semester course credits to be counted toward your major requirements. An Open Semester applicant should make sure he/she can fulfill all of the requirements for his/her major either through using course credits from the Open Semester or through completing necessary courses in his/her remaining semesters.
- 5) Consult with the Director of Financial Aid if you receive financial aid and if you will live off campus during your Open Semester. Any earnings gained during Open Semester will be taken into account in awarding financial aid.
- 6) Consult the Director of Residential Services if you wish Trinity housing for part of your Open Semester. Open Semester students desiring housing for the entire term of their Open Semester retain the eligibility they would have as students enrolled in four individual courses.
- 7) Observe the following deadlines for submission of the Open Semester application and your narrative to the coordinator:
Off-Campus Open Semesters for Spring Term, 1986: November 18, 1985;
Off-Campus Open Semesters for Fall Term, 1986: May 5, 1986. All arrangements for On-Campus Open Semesters must be completed prior to the end of the term immediately preceding that in which the Open Semester will be undertaken.
- 8) Every student participating in an Open Semester will pay full tuition and fees.
- 9) Register for the Open Semester during the regular pre-registration period by writing "Open Semester" and the title of your Open Semester on your registration card. In addition, register at the announced time for registration (if you are on campus) or (if you are away from Hartford) confirm your Open Semester registration with the Registrar's Office during the two weeks prior to the beginning of the term, but no later than the first day of class.
- 10) An Open Semester is taken for four course credits. Other courses may not be enrolled in concurrently without special permission obtained through the coordinator.
- 11) Open Semester grading is Pass/Fail. The Open Semester Adviser has the option of awarding a Pass for one, two or three course credits if the Open Semester is less substantial than planned.
- 12) The Open Semester application — reflecting objectives, program and evaluation — will serve as a "catalogue course description" and will be placed in the student's folder in the Registrar's Office. In addition, the title you provide for your Open Semester will be entered on your Permanent Record Card (transcript). At the conclusion of an Open Semester,

- the description may be rewritten (with the Open Semester Adviser's approval) to reflect more closely the work of the Open Semester.
- 13) Final eligibility is contingent upon the elimination of all incomplete grades prior to the start of the Open Semester period. Approval for an Open Semester will be withdrawn if the student has not met this eligibility standard.
 - 14) The following elements ought to be included as part of any Open Semester proposal:
 - a) Structured, periodic contact with your Open Semester Faculty Adviser. The submission of periodic reports or appropriate written materials for evaluation.
 - b) Some contact between any off-campus advisors or supervisors and your Open Semester Faculty Adviser.
 - c) Time for a rewriting if the culmination of your Open Semester is to be a written exercise (there should be a due date established for this).
 - d) Copies of assignments done under the direction of an off-campus supervisor should be sent or given to your Open Semester Faculty Adviser.
 - e) An understanding with any off-campus supervisor that your work will be of substance and will include the possibility for the exercise of your own initiative, creativity, imagination, and responsibility.

INTERNSHIPS

Internships are a form of independent study which involve supervised, field-work activity. Since course credit is awarded for internships, they always include an academic component and are sponsored by a member of the faculty. The types of internships are: exploratory, and integrated. In addition, many (but not all) open semesters are, in effect, elaborate internships in which the student is engaged on a full rather than a part-time basis. All internships, and particularly the integrated type, call for substantial prior planning and coordination. Freshmen are not eligible to take exploratory or integrated internships.

Exploratory Internships

These internships enable the student to explore a particular interest by working for a semester in a public or private agency, business enterprise, a cultural institution (e.g., a museum) or the like. In such internships the emphasis is on the field experience, which is supplemented by work of a more conventionally academic nature. Exploratory internships may be directly related to the student's other studies, in that they afford him or her an opportunity to apply skills and knowledge, or to test ideas and theories, learned in courses; but in some instances, the relationship between the internship and the student's other academic work will be less direct.

Exploratory internships are valued at one-half of a course credit and are graded by mutual agreement between the faculty supervisor and student either Pass/Fail or for a letter grade. Before commencing such an internship, a student must file a "learning contract" with the Internship Office, using the form provided by that office. Each exploratory internship requires the student to spend a minimum of eight hours a week at the field placement, where his or her work will be overseen by an appropriate staff member of the agency, business or institution, who is designated as the field supervisor. Moreover, the student is required to prepare suitable written work under the supervision of the faculty sponsor: this work often takes the form of a journal or log with

some type of analytic summation. In the written work the student is encouraged to reflect on the significance of the field experience and to draw interpretation and meaning from it. Finally, the student meets periodically with the faculty sponsor to report on his or her field activities. Whenever feasible, the student and the faculty sponsor also meet at least once with the field supervisor to discuss the student's work.

Each undergraduate degree candidate is entitled to earn up to one course credit through exploratory internships. Such credit may not be counted toward fulfillment of the requirements of a major. A student may take an exploratory internship Pass/Fail and also exercise the Pass/Fail option in a regular course during the same semester. Freshmen may not enroll in exploratory internships, just as they may not take independent studies. As with other forms of independent study, all exploratory internships require the written approval of both the faculty sponsor and the sponsor's department chairman or program director. An exploratory internship is so noted on the student's permanent record card, along with a descriptive title.

Field placements are arranged by the College's Internship Coordinator. The Coordinator exercises discretionary judgment in determining which potential placements are suitable as exploratory internships. Placements which carry salary or wages ordinarily will not qualify as such internships. If questions arise about the suitability of a placement, they may be referred to the Curriculum Committee for a decision.

Integrated Internships

Integrated internships enable the student to examine a topic which, by its nature, can be most effectively studied through a combination of field work and regular academic endeavor. As the term suggests, these internships assume a high degree of integration between what the student is doing in the field and what he or she has learned in courses and is learning from the reading component of the project. To promote such integration, the student is required to formulate, in close consultation with the faculty sponsor, questions and/or hypotheses which can be answered and/or tested through activities in the field.

An integrated internship requires the student to undertake a minimum of 100 hours of field work, do a substantial amount of related reading, and prepare suitable written work under the supervision of the faculty sponsor.

Such internships presuppose that the student has previously taken one or more courses germane to the internship. In designing integrated internships, the student and the faculty sponsor will follow the guidelines developed by the Curriculum Committee in consultation with the Internship Coordinator and approved by the Faculty (see below).

Integrated internships may be taken for letter grades. Though they ordinarily are valued at one course credit, more elaborate projects may carry as many as two credits, just as other types of independent study may. Such internships may be counted toward the fulfillment of requirements of a major only upon the written permission of the department chairman or program director.

When an integrated internship has been approved for credit in a major, the notation on the student's permanent record card shall indicate the department or program in which the credit applies, and include a descriptive title. Internships that do not carry credit toward a major shall be recorded as "Integrated Internships," and include a descriptive title.

As with other forms of independent study, all integrated internships require the written approval of both the faculty sponsor and the sponsor's department chairman or program director.

Students undertaking integrated internships may receive financial compensation for the work they do in the field, as is true of students taking open semesters. Placements for the field-work component of internships may be arranged through the College's Internship Office, or in any other suitable manner.

Guidelines for Integrated Internships

The following guidelines are to be observed in planning and carrying out integrated internships:

1) Before registering for an integrated internship, the student must complete, in consultation with the faculty sponsor, a "learning contract," using the form provided by the Internship Office. This contract, which is to be filed with the Registrar at registration, with copies provided to the faculty sponsor, the sponsor's department chairman or program director, and the Internship Coordinator, shall include:

- a) A statement of the educational objectives of the project.
- b) A statement of the initial questions and/or hypotheses to be answered and/or tested, wholly or in part, by means of the field work.
- c) A bibliography of books and articles to be consulted.
- d) A statement of the number and general character of the analytical papers and/or research reports the student will prepare in order to integrate the reading and the field work. This statement should include a schedule for the paper's submission to the faculty sponsor.
- e) A statement of what previous course or courses the student has taken to qualify for the proposed internship.

2) The student and the faculty sponsor shall meet regularly to discuss the progress of the student's work — both the academic and the field components. Whenever feasible, there shall be at least one meeting of the sponsor, the student, and the student's field supervisor (i.e., the person who oversees the student's work at the institution, agency or business where the field work is conducted). At the completion of the project, the field supervisor shall provide the faculty sponsor with an evaluation of the student's performance in the field.

3) In order to qualify for an integrated internship, the student must have taken at least one course which the faculty sponsor judges to be germane to the subject of the internship.

4) If the integrated internship is to count toward the fulfillment of the requirements of a major, the department chairman or program director involved shall so indicate on the "learning contract." It is the student's responsibility to secure authorization of major credit prior to the start of the internship.

Procedure to Apply for an Academic Leave of Absence or Summer Courses at a College Other Than Trinity

An Academic Leave of Absence is defined by Trinity College as a voluntary absence to undertake academic work in another college or university or in a study-abroad program of another college or university with which Trinity does not have a formal Exchange Program. Normally, an Academic Leave of Absence is taken for one or two terms. For foreign study, consult the Coordinator of Foreign Study Advising. For domestic study, consult the Registrar.

A small administrative fee (\$15 for one term or \$25 for the academic year in 1985-86) is charged those students who study abroad (except at the Barbieri Center/Rome Campus).

All permissions for an Academic Leave of Absence for the Spring Term, 1986, must be secured by November 8, 1985, and all permissions for an Academic Leave of Absence for the Fall Term, 1986, must be secured by April 11, 1986. The student should discuss his/her proposed program with the Coordinator of Foreign Study Advising (the Registrar for domestic study). The Coordinator or the Registrar, acting for the Curriculum Committee of the faculty, will assess the acceptability of the program for transfer credit at Trinity. If the proposed program is found not acceptable, the student may request the full Committee to review the program and render a final decision on its acceptability. The student must then apply for an Academic Leave of Absence using the proper forms available, respectively, from the Coordinator and Registrar, in order to receive transfer credit for specific courses.

Permissions for summer study should be secured before the end of the preceding Spring Term. However, the actual form listing the courses to be taken away from Trinity need not be completed by a specific date. It *should* be completed by the student, he/she should obtain the proper signatures on it and he/she should file it with the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study) at Trinity *before* beginning his/her study away from Trinity. The proper form may be obtained from the Registrar's Office or the Coordinator of Foreign Study Advising.

A student who wishes to spend all of his/her senior year or the last semester of his/her undergraduate study away from Trinity must secure the permission of his/her major department chairman, of the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study), and the Dean of the Faculty.

Work of C- (70) grade or better done at an accredited college may be counted toward satisfying the requirements for a degree. If the courses are in the field in which the student is, or will major, then the prior, written approval of the department chairman is also required. The applicant must identify the courses selected and the institution he/she proposes to attend. No course will be approved that duplicates other work submitted for degree requirements. The faculty reserves the right to examine the student upon all such work before allowing credit.

A student is limited to receiving five course credits in a non-Trinity program for a period of study equivalent to a term at Trinity College during the regular academic year.

Any student desiring credit for work completed through enrollment in a native program (i.e., one not run or sponsored by an American institution) at an overseas institution must receive, in writing, from the Coordinator of Foreign Study Advising, with the concurrence of the chairman of the department(s) involved, *prior* approval for the amount of credit to be awarded, and what, exactly, will constitute satisfactory performance in the native program. A maximum of nine course credits at Trinity will be granted for successful completion of a full academic year program in a British university.

The number of course credits awarded to a transfer student for work completed at another institution prior to enrollment in Trinity College shall not exceed that which the student could reasonably have earned during a comparable period of residency at Trinity, i.e., an average of nine course credits per year.

Transfer credit is restricted to courses which, in general, parallel Trinity's own, and/or are of a liberal arts nature. Courses whose primary focus is the acquisition of technical skills related to professional training, preparation

for which does not require exposure to the fundamental bases of literary, philosophical, interpretive, or scientific understandings, will not be granted credit. The Registrar or the Coordinator of Foreign Study Advising will act for the Curriculum Committee in assessing whether any course taken at another college is acceptable for credit at Trinity. If a course is interpreted by the Registrar or the Coordinator as unacceptable according to the faculty guidelines, the student may request the full Committee to review the course and render a final decision on its acceptability. With respect to courses used to satisfy a requirement for the major, it is the option of the student's major department to accept the course toward satisfaction of its internal requirements. It is the student's responsibility to seek and to secure departmental approval; in the absence of written approval by the chairman of a major department, it is assumed that credits earned in a comparable department at another college are *not* to be used toward the satisfaction of major requirements.

Students receiving Trinity College-controlled financial aid may automatically use such aid for study in approved foreign programs and in certain domestic study programs. See also the section, *Use of Trinity College-Controlled Financial Aid for Foreign Study*, below.

Please follow this procedure for study away from Trinity:

1. By mid-October (for a Spring Term program) or early March (for a full year or Fall Term program) or early May (for a summer session), discuss your plans with your faculty adviser and the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study).

2. Read the section on Special Curricular Opportunities in the *Trinity Catalogue*.

3. Be sure to *apply* to your prospective host program or institution by late October (for a Spring Term program) for mid-March (for a full year or Fall Term program) or mid-May (for a summer session). But note that some application deadlines set by programs or institutions themselves may be even earlier.

4. Obtain from your host institution or program a catalogue that contains official course descriptions of courses you list on your form for requesting credit.

5. Submit the proper form (available from the Registrar for domestic study and the Coordinator of Foreign Study Advising for foreign study) and the appropriate catalogue to your advisor for his/her signature.

6. If you wish credit from any course applied to your major, submit this form and the accompanying catalogue to your department chairman. Be sure to list specific courses you wish approved for major credit.

7. Submit this form and the accompanying catalogue to the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study).

8. Photocopies of the completed form, when signed by the Coordinator or the Registrar, will be sent to you and your department chairman. This will constitute official notification to you of Trinity's acceptance of your program of study and what credit you will receive for satisfactory completion of each course.

9. Changes in course enrollments you make while away may be made by following #4 through #7 of these instructions. Your initial communication about a course change should be sent by you *directly* to your advisor. Ask him/her to do #6 and #7 for you.

10. Miscellaneous:

You will be asked to state your plans for the ensuing semester if you have done #1 (above). This does not apply to summer session enrollments. This request will come to you by April 11 or November 8, whichever date immediately precedes the semester you have indicated you wish to be away.

If your host program or institution allows it, you may take the equivalent of one Trinity College course credit Pass/Fail (but not a course for which you wish major credit) each semester. For those in the Class of 1987 and beyond, a course taken Pass/Fail elsewhere counts toward the allowable of four Pass/Fail courses. Trinity will not change to "Pass" a grade given you by your program.

It is your responsibility to see that an official transcript of your completed work is sent to Trinity.

Read the entry on Grades and that on Grade Point Average and Rank-in-Class on pp. 115-116.

Use of Trinity College-Controlled Financial Aid for Foreign Study

Trinity College students who are financial aid recipients may *automatically* use that aid for foreign study under the following conditions:

1. Financial aid may be used only for participation in programs approved by the Office of Foreign Study Advising. A list of approved programs is available in that office.
2. A student must be in good academic standing at Trinity College at the time of application and at the conclusion of the semester just prior to the commencement of the foreign study program in which he or she wishes to participate.
3. The proposed foreign study program must offer the student applicant the opportunity to maintain normal progress toward the Bachelor's degree and to earn the equivalent of at least four course credits per regular semester (three course credits per British university term, quarter, or trimester).
4. In November and April the Office of Foreign Study Advising will send to the Office of Financial Aid and the Student Accounts section of the Business Office a list of those students planning to participate in foreign study and the programs in which they will be participating.
5. Each applicant must complete and submit to the Office of Financial Aid at Trinity the "Estimated Budget of Expenses for Study Abroad." This should be done during December (for Spring programs) or in May (for Fall or full-year programs). Each student's financial need will be evaluated on the basis of his or her budget for the approved foreign study program. His or her financial aid award for the foreign study program may be as much as but will not exceed that which would have been awarded for the comparable period at Trinity College. Aid will be awarded in grant and loan. The proper form may be obtained from the Office of Financial Aid.
6. Each student expecting to use his or her Trinity College-controlled financial aid for foreign study is responsible for arranging directly with the Student Accounts section of the Business Office the actual payment of financial aid monies to the host institution or program. Each student must obtain a bill from his or her host institution or program for presentation to the Student Accounts section. A signed statement specifically requesting the transfer of financial aid monies to the host institution or program must be presented with the bill to the Student Accounts section.

Guidelines for Awarding Academic Credit to Teaching Assistants

1. Since credit for Teaching Assistants (TA) is analogous to credit for regular course work, a TA should demonstrate to the instructor's satisfaction that he/she has acquired new knowledge or deepened his/her grasp of previously learned subjects. A TA can achieve this end a) by working with the instructor in preparing the course, b) by reading interpretative papers (as opposed to checking multiple-choice tests) and thereby sharpening his/her critical ability and understanding of the subject matter, c) by making up tests which should further the TA's grasp of the materials and require him/her continuously to evaluate his/her own knowledge, d) by having to answer students' questions that demand not merely understanding an area but also explaining it to others, and, e) by evaluating students' progress.

Credit should not be granted for merely non-academic duties such as scoring objective tests, clerical work, photo-copying of books, and looking up of references. But a TA receiving academic credit may, from time to time, be asked by the instructor to perform such non-academic duties.

2. Other specific guidelines:
 - a. A TA should have a superior overall academic record.
 - b. A TA should have demonstrated a competence beyond the level of the course in which he/she is assisting.
 - c. A TA can receive credit only once for assisting in a particular course. If the instructor wishes that a TA assist him/her again, he/she should apply for pay for the TA.
 - d. Letter grades should be used for evaluating a TA's work.
 - e. A TA can receive a maximum of one course credit per course for successful completion of his/her duties.
 - f. A TA must be approved by the instructor in the course and by the chairman or program director. Specific notification of enrollment as a TA must be provided at registration on the appropriate form.
 - g. The Registrar will report on the use of TAs by Trinity faculty to the Curriculum Committee at least once a year.
 - h. An instructor using TAs should indicate that fact in the course description or syllabus.

Voluntary Withdrawal

A student in good academic standing who believes that he/she might benefit from an interruption of his/her academic progress, or who otherwise wishes to discontinue his/her enrollment, may voluntarily withdraw.

Such a student is expected to inform the Registrar of his/her withdrawal at the time he/she withdraws.

A student who voluntarily withdraws shall be automatically readmitted to the College provided that he/she informs the Registrar of his/her intention to return not later than March 1 or November 1, whichever immediately precedes the semester in which he/she intends to return.

It is understood that in extraordinary cases, where the Registrar has reason to believe that the student's proposed return would jeopardize the welfare of the College, she may petition the Academic Affairs Committee to deny the student readmission. In such cases the Registrar would be expected to present evidence in behalf of her petition at a formal hearing before the Academic Affairs Committee. Such a hearing would be conducted in accordance with the standards of due process developed by said Committee.

Students considering a voluntary withdrawal are expected to discuss the matter with the Dean of Students.

Directory of Terms Used in the Administration of Education at Trinity College

INDEPENDENT STUDY

An individually tailored program of study, for one or two course credits, arranged between a student and an instructor and with the approval of the instructor's chairman. Sometimes known as a tutorial. (Internships are one type of independent study.) Freshmen are not eligible to take independent study. However, second-semester freshmen may petition the Curriculum Committee for special permission to take an independent study (except an internship) for cause.

VOLUNTARY WITHDRAWAL

A discontinuance of all classes, through written notification to the Registrar. Trinity students on Exchange or Academic Leave of Absence do not withdraw.

OPEN SEMESTER

A full term of independent work or internship, either on campus or away, supervised and evaluated by a member of the Trinity faculty.

ACADEMIC LEAVE OF ABSENCE

An approved absence from Trinity for one or two terms in order to undertake approved academic work abroad or in an accredited college or university with which Trinity does not have an Exchange program.

EXCHANGE PROGRAM

A formal program arranged between Trinity and one or more other colleges to interchange students from one college to the other for one or two terms.

TRANSFER STUDENT

A student who withdraws from one college and enters another in order to complete his/her bachelor's degree in the second college.

CROSS REGISTRATION

Concurrent enrollment at Trinity and in a course (on a commuting basis) at another of the colleges in or near Hartford with which Trinity has a formal cooperative arrangement.

ACADEMIC PROBATION

The student status caused by unsatisfactory scholarship and designated "Academic Probation" on the permanent record card.

REQUIRED WITHDRAWAL

Suspension from the College because of academic deficiencies. Suspension is a physical separation from the College and restricts those students on withdrawal from participating in the academic and extracurricular activities of the College. At the end of the fall and spring terms Required Withdrawal is voted by the Academic Affairs Committee.

Tutorial

See *Independent Study*.

Intellectual Honesty

The student, in all his/her college courses, should maintain his/her intellectual honesty. He/she should be willing, and in fact proud, to abide by his/her own conclusions and beliefs. To maintain his/her intellectual honesty,

a student must do his/her work himself/herself, in and out of class. When in writing a paper he/she turns for information or ideas to another person—another student, an instructor, a writer—he/she should give that person's work and thought the credit it deserves.

To avoid intentional plagiarism, a student must be honest and careful. To avoid unintentional plagiarism is more difficult. The student must remember that "Plagiarism means presenting, *as one's own*, the words, the work, or the opinions of someone else."¹ In order to insure his/her giving due credit to others, the student should also keep in mind the fact that whether he/she quotes directly or paraphrases the words of another person, or uses "*the sequence of ideas, the arrangement of material, the pattern of thought* (or the observations and opinions) *of someone else*,"² he/she should be sure to acknowledge his/her debt (to a book, a newspaper, a columnist, an instructor, a relative, a fellow-student, or whatever) in a footnote or a parenthesis, or should refer precisely to the source in the body of his/her paper, speech, or examination.

Students sometimes find it difficult to avoid plagiarizing unintentionally, when they paraphrase material from a printed source. To illustrate this difficulty, let us take a passage from H.L. Mencken's *The American Language*:

The American, probably more than any other man, is prone to be apologetic about the trade he follows. He seldom believes that it is quite worthy of his virtues and talents; almost always he thinks that he would have adorned something far gaudier. Unfortunately, it is not always possible for him to escape, or even for him to dream plausibly of escaping, so he soothes himself by assuring himself that he belongs to a superior section of his craft, and very often he invents a sonorous name to set himself off from the herd. Here we glimpse the origin of a multitude of characteristic American euphemisms, e.g., *mortician* for *undertaker*, *realtor* for *real-estate agent*, *electragist* for *electrical contractor* . . . so on.³

If the student were writing a research paper on some aspect of the American language and wished to use Mencken's explanation of the origin of the euphemisms for professional occupations, but wished to draw examples from another source, he might write thus:

As Mencken says, "The American, probably more than any other man, is prone to be apologetic about the trade he follows."⁴

The student may, of course, wish to quote even more from Mencken, which he/she is quite free to do, but as long as he/she uses Mencken's exact words, he/she must put them in quotation marks (and acknowledge his/her source in a footnote, of course).

1 Genevieve B. and Newman P. Birk, *Understanding and Using English* (4th ed.; New York: Odyssey Press, 1959), p. 696.

2 Birk and Birk, *Understanding and Using English*, pp.696-697.

3 H.L. Mencken, *The American Language: An Inquiry into the Development of English in the United States* (4th ed.; New York: Alfred A. Knopf, 1936), p. 284.

4 Mencken, *The American Language*, p. 284.

Often, however, the student will prefer to paraphrase and in doing so may run into difficulty. The most important point to remember is that paraphrasing means putting into *different* words and phrases the material expressed in the printed source. The following "close paraphrase" is *not* a satisfactory paraphrase:

As Mencken says, the American believes that he would have adorned something gaudier, so he soothes himself by inventing a sonorous name to set himself off from the herd.¹

Technically, this is plagiarism, despite the reference to Mencken; if the student had written this sentence, he/she would have been using verbatim the words of his/her source without fully acknowledging the fact — even if he/she had used a footnote reference to the text (as he/she should even with a paraphrase). When the student wishes to paraphrase, he/she should absorb the material he/she reads and then restate it “in other words,” in his/her own diction and style, not in that of the original. An acceptable paraphrase might read:

Mencken explains the origin of these professional euphemisms as lying in the American’s vanity; the American feels that he is really better than his profession, but since he cannot escape it, he tries to make it at least sound worthy of him.²

This sentence, which assumes that the student has already been talking about these euphemisms, embodies accurately the ideas that Mencken expressed, but it is a true paraphrase rather than an unacknowledged quotation. It still requires a footnote; whether he/she mentions Mencken by name or not, the student is indebted to him for an idea and should acknowledge the debt.³

It is the responsibility of each student to make sure he or she is fully aware of the rules on intellectual honesty which apply to every test, paper or other academic exercise submitted for evaluation in a course at Trinity College.

1 Mencken, *The American Language*, p. 284.

2 Mencken, *The American Language*, p. 284.

3 The regulation on INTELLECTUAL HONESTY is taken from the *Manual for English 101: Freshman English* (fifth edition; Trinity College, Hartford, Conn., 1965), pp. 5-7.

Academic Discipline

The Determination of Academic Standing

All courses in which a student is registered two class weeks after the beginning of each semester are entered on the permanent records as “enrolled courses.” “Enrolled courses” in which a student receives either a passing or a failing grade are considered “completed courses” for the purpose of determining academic standing.

Any “enrolled courses” dropped prior to the final deadline for dropping courses in any semester are marked “drop” on the permanent record. These courses do not count as “completed courses.”

Each undergraduate is expected to enroll in and complete nine course credits each academic year in order to earn the 36 course credits required for graduation. To remain in good standing at the end of each semester a student must (1) complete no fewer than four course credits, (2) achieve a minimum grade average of C— (4.0) and (3) not fail the equivalent of one-half course credit or more. Courses earning a grade of Pass are not counted in determining the grade average; those graded Fail are counted. In exceptional cases the rule to enroll in and/or complete a minimum of four course credits may be waived by the Academic Affairs Committee.

At the close of both the fall and spring semesters, the record of each student is reviewed by the Academic Affairs Committee to determine academic standing.

Academic Probation

A student will be placed on Academic Probation by the Academic Affairs Committee a) if he/she does not maintain good academic standing as defined above; or b) by a majority vote of the Committee, if at any time it determines that academic work has been neglected. A student enrolled in a full year course

will not be placed on probation at the end of the first term solely because no credit appears at the end of the first semester.

A student studying away from Trinity on the 12-College Exchange will have the record for the period of study away reviewed upon return. A student will be placed on Academic Probation at Trinity for the period of study away for which the record is probationary according to the standards used in the determination of academic standing and Academic Probation at Trinity.

When for any reason a student is placed on Academic Probation, notice of this action will be given the student and the academic advisor. Parents are informed when the student has granted permission for such notification. An entry specifying Academic Probation will be made on the student's permanent record.

Any student on Academic Probation shall not be permitted to take a Pass/Fail course during the next semester of enrollment after the Probation is incurred.

Required Withdrawal

If a student incurs Academic Probations in two consecutive semesters of enrollment or three Academic Probations in any eight or more semesters of enrollment at Trinity or on the 12-College Exchange, the Academic Affairs Committee will require that student to withdraw from the College for one year.

Seniors, in their last semester prior to graduation, who suffer Academic Probation and are therefore liable to incur Required Withdrawal, will be exempt from the withdrawal as long as all other graduation requirements have been met; however, the notation of Academic Probation will be entered on the permanent record card.

A student will also be required to withdraw from the College for one year if at any time, in the opinion of the Committee, neglect of work warrants it. A two-thirds majority vote will be required under this circumstance.

Students who have been required to withdraw will be offered the opportunity to explain mitigating circumstances to the Academic Affairs Committee. If the circumstances warrant it, the Committee may grant a waiver of Required Withdrawal, and may require fulfillment of special conditions during the succeeding semester(s).

If during a period of Required Withdrawal, a student wishes to do work at another accredited college and have it credited at Trinity College, the Registrar's approval must first be obtained for specific courses to be taken. A student may petition the Academic Affairs Committee to have such work credited, 1) after he/she has been in residence at Trinity College for one semester following the period of Required Withdrawal, and 2) if work of C- or better in at least four Trinity College courses has been recorded during this semester.

Readmission After Required Withdrawal

Students required to withdraw for any of these reasons are eligible to apply for readmission. However, each application will be considered on its merits, and readmission will not be automatic. The student should submit a petition for readmission through the Registrar to the Academic Affairs Committee, to reach the Committee not later than March 1 or November 1, whichever date immediately precedes the semester in which the student intends to return. Blank petition forms are available in the Office of the Registrar.

Academic Dishonesty

1. A Resolution Regarding the Responsibility of the Academic Affairs Committee in Cases of Academic Dishonesty:

Whereas, state and federal courts have taken an increasingly interventionist role to insure the observance of due process in matters of college and university discipline; and

Whereas, the judicial system at Trinity College is based on the assumption that all members of the College community are to be guaranteed the benefits of due process; and

Whereas, the Academic Affairs Committee, which is responsible for adjudicating cases of alleged academic dishonesty, has developed and will continue to develop procedures to protect the rights of faculty and students involved in such cases,

Be it Resolved, That the Faculty of Trinity College urges individual faculty members to bring cases of academic dishonesty before said Committee for adjudication. The faculty recognizes that the individual instructor has the prerogative under the canons of academic freedom to dispense with such cases through the issuance of a punitive grade and by such other means as the assignment of additional work. The faculty believes, however, that formal adjudication of such cases by the designated committee, operating under accepted rules of due process, will best protect the rights of both the student and the faculty member, avoid contentiousness, and lessen the likelihood of court litigation. Furthermore, the adjudication of all such cases by a single body will guarantee consistency in the punishments meted out for similar offenses.

- II. A Motion to Establish an Academic Dishonesty Appeals Board

We ask the faculty of Trinity College to reaffirm the Academic Affairs Committee's jurisdiction in cases of academic dishonesty, and its use of procedures of due process as developed by that Committee in considering such cases, and we request that the faculty elect annually, at the time of regular faculty elections, four faculty members and two faculty alternates, the four to serve with two student members (and two student alternates) as an Academic Dishonesty Appeals Board, members of this Committee to be elected on a rotating basis.

Information For The Faculty And Students On Procedures

Already Established By The Academic Affairs Committee

Procedures of Due Process Followed by the Academic Affairs Committee in Cases of Academic Dishonesty

- a) The faculty member who believes that there has been plagiarism or other academic dishonesty shall provide the Committee with written charge and specifications. A hearing will be promptly scheduled. Prompt notification of the hearing and a list of Committee members will be given to the faculty member and the accused student.
- b) A copy of the charge and specifications will be provided to the accused student, who shall attend the hearing. The accused student shall be given adequate time to prepare his/her defense. The accused student may be accompanied at the hearing by an advisor if he/she gives adequate notice to the Chairman of the Committee. The advisor may not have formal legal training.
- c) The faculty member will be expected to attend the hearing and may be questioned.

- d) Ordinarily, the Committee will first hear the faculty member bringing the charge. He/she may make a statement, after which he/she will be questioned by members of the Committee and then by the accused student. Next, the accused student may make a statement, after which he/she will be questioned by members of the Committee and then by the faculty member.
- e) The faculty member and the accused student may call witnesses, who may be questioned by members of the Committee and by parties to the case. The witnesses will be heard in an order determined by the Chairman. Each witness will be present at the hearing only when giving testimony. Witnesses will be expected not to discuss the case outside of the hearing.
- f) In cases where more than one student have been charged with academic dishonesty, all of the accused students may be present when any one of their number is addressing the Committee.
- g) As a rule, academic dishonesty hearings are closed and the proceedings are kept confidential. A hearing may be open, however, upon the written request of the accused student.
- h) Any member of the Committee who is party to a case shall disqualify himself/herself for that case.
- i) As a rule a student found guilty of academic dishonesty shall be assigned a penalty from one of three Penalty Categories — Censure, Suspension or Expulsion — depending on the severity of the offense. The Penalty Categories are described below:

CENSURE: The penalty for an initial offense reported to the Committee when the act of academic dishonesty involves cheating on an isolated part of a quiz or an examination, the circumscribed and inadvertent use of an unattributed source (written or oral) within a paper, or other dishonest acts of comparable magnitude.

SUSPENSION: The penalty for repeated cheating on one or more quizzes or examinations, for deliberate plagiarism, or for other dishonest acts of comparable magnitude. This penalty will also be imposed for an offense in a course after the instructor has warned the student in writing (whether or not the initial offense was reported to the Committee) or when a student who has already been Censured for academic dishonesty commits a second censurable offense.

EXPULSION: The penalty when a second penalty of Suspension is warranted. Within the Penalty Categories Censure and Suspension, the Academic Affairs Committee shall determine the length of the Censure or the Suspension, the conditions, if any, under which a Censure may be removed from the student's Permanent Record, the conditions under which a student on Suspension may return, and any other factors it may deem relevant to the penalty for the case heard.

The Academic Affairs Committee may also recommend that the faculty member assign a penalty grade to the student in the course in which the offense occurred.

The Committee will not assign a penalty outside the Penalty Category for the offense unless there are mitigating circumstances of such unusual magnitude as to be wholly compelling to all of the members of the Committee who heard the case.

- j) The record of each hearing shall consist of a detailed written report which shall be incorporated into the Minutes of the Committee and

of a tape recording of the entire hearing. In the event of an appeal, these materials will be made available to the appellant, faculty members and to the Academic Dishonesty Appeals Board.

Grades

Passing grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-. Grades below C- are unsatisfactory. F denotes failure. In computing a student's average, a numerical value from zero to twelve is substituted for each letter grade from F to A+.

The provisional designation "Incomplete" may be granted by a subcommittee of the Academic Affairs Committee according to the following procedures:

- 1) A subcommittee of the Academic Affairs Committee composed of the Chairperson of the Academic Affairs Committee, an elected faculty member of the Academic Affairs Committee, and the Dean of Students shall be empowered to issue Incompletes. By majority vote, the subcommittee may permit the temporary notation of "INC" to be recorded for a course by the Registrar on a student's permanent record card.
- 2) To receive an Incomplete a student must request it in writing through the Dean of Students. The request must state the reasons which prevented the completion of the work and the reasons must be verifiable. If a student is incapacitated, the Dean of Students may submit the request to the subcommittee for the student.
- 3) Upon receipt of a request for an Incomplete, the Dean of Students will verify the reasons for the Incomplete and consult with the instructor. The subcommittee shall not grant an Incomplete prior to consultation with the instructor and the student's academic adviser.
- 4) The subcommittee will grant an Incomplete only when the student was unable to complete the course work for verified wholly unusual or unforeseen difficulty of the magnitude of serious illness or death in the immediate family or for sound educational reasons. Too much work at the end of a semester shall *not* constitute grounds for assignment of Incomplete, nor shall simple failure to fulfill final course work such as final examinations or papers. In such cases, the instructor will issue a grade on the basis of work completed with appropriate penalty for missing work.
- 5) The conditions which must be fulfilled in order to remove the Incomplete will be determined by the instructor. The time when the conditions must be fulfilled in order to remove the Incomplete will be set by the subcommittee in consultation with the instructor and the student. The subcommittee will formalize for both, in writing, the conditions to be fulfilled and the date for their fulfillment in order for the Registrar to remove the Incomplete and for the instructor to assign a letter grade. If the student fails to meet the conditions for removing the Incomplete by the date specified, the instructor will issue a grade which reflects the performance of the student including an appropriate penalty (usually an "F" for the missing work) for the incompleted work.
- 6) In very unusual cases, such as serious, prolonged illness, the designation of Incomplete may be allowed to stand permanently without removal.
- 7) Each semester the Academic Affairs Committee will review the Incompletes granted in the previous term, the reasons for granting them, and the deadlines set for their removal. This review will be for the purpose of establishing and reviewing guidelines for the subcommittee which grants

Incompletes to use in its deliberations.

At the close of each term the student receives a grade report. A grade report will also be sent to a parent or guardian if the student so instructs the Registrar. (See Section on Age of Majority, page 93.)

Grades for approved courses taken outside of Trinity after matriculation are normally included in a student's grade point average.

Grade Point Average and Rank-in-Class

All courses taken at Trinity and all courses taken outside Trinity after matriculation but with the prior approval of the appropriate Trinity faculty advisor and the Registrar or Assistant Registrar shall be recorded with applicable credits and grades on the Trinity Permanent Card. All such courses, credits and grades shall be counted toward the requirement of 36 course credits for the Bachelor's Degree and shall be included in computations of grade point average and rank-in-class. However, these exceptions prevail: grades such as "Pass," "Credit," etc. from other institutions that cannot be translated into Trinity's grading system will be recorded but will not be used in computations; courses from outside Trinity (except for those taken in the Hartford Consortium for Higher Education and through the Twelve-College Exchange) for which a grade lower than C- has been received will not be recorded.

Grade Point Average is computed by converting each student's letter grades to their numerical equivalents (i.e., A+ = 12, A = 11, A- = 10, etc.). Fractional course credits are weighted accordingly in this conversion.

Rank-in-class is computed annually and also cumulatively at the end of a student's third and fourth years. The roster of students comprising any group when rank-in-class is computed changes for various reasons (i.e., students transfer to Trinity, leave Trinity, participate in programs for which grades are not received, etc.).

Mid-Term Grades

At mid-term Faculty will report a grade of "U" for any student who is doing unsatisfactory work and a grade of "ABS" for any student who is enrolled in a course but not attending it. This will apply to freshmen as well as upper-classmen.

A copy of all "U" and "ABS" grades will be sent to the student and the student's advisor, but not to parents or guardians.

Absence from Class

Trinity's attendance policy states that students are expected to attend class regularly. There is also the understanding that individual instructors can further define attendance requirements for their specific courses. This philosophy encourages students to accept the responsibility for their obligations while providing for professorial discretion in determining attendance requirements most appropriate to the style in which subject matter is presented.

During the first class meeting, course instructors inform students of their attitude toward absenteeism for medical reasons.

Students who must miss a regular class meeting because of medical reasons will contact the professor as soon as possible to determine what assignments have been missed and how much, if any, work must be made up. This Honor System assumes that a student will regularly attend class unless a genuine illness or injury is incapacitating, and there is the additional expectation that the instructor will accept the word of the student. In this regard, it becomes essential that a student fully understand a professor's position on absenteeism

as a result of illness, then the student need only check with the instructor to determine missed work and assignments.

If the student is absent for an extended period of time for medical reasons, it is incumbent upon the student to have a friend or family member contact the Medical Office in order that excuses can be forwarded to professors.

A student confined to the Infirmary for any length of time may fill out forms confirming this while "residing" there.

It is expected that undergraduates who must be absent from classes in order to participate in religious observances will inform, in writing, their instructors of their obligations at the beginning of each semester. Faculty members, having been notified of students' obligations at this time, will permit their students to make up examinations, quizzes, assignments, and the like within a reasonable time after a class absence taken for religious reasons.

In other non-medical cases of unavoidable absence from the class the student may contact the Dean of Students Office to secure a Dean's Excuse.

When a student has been granted an excused absence, it is his/her responsibility *promptly* to contact the instructor to arrange to make up the missed work. Unnecessary delay in making these arrangements cancels the instructor's obligation to permit the student to make up the work.

Cancellation of Classes

Except when a state of emergency is declared by an appropriate governmental official, the College will maintain its regular schedule of undergraduate classes, exams, etc.

Transcripts

Requests for transcripts should be made to the Transcript Secretary in the Office of the Registrar. Official transcripts will not be given to students, although they may secure unofficial copies of their records for their own personal needs.

All requests must be made in writing. Requests from third parties will not be honored.

All financial obligations to the College must be met before transcript service will be provided.

The cost for transcripts is \$2.00 each. If several copies are ordered at the same time, the cost is \$2.00 for the first and \$1.00 for each additional. One day service is provided for \$2.50. Transcript service is available on Monday, Wednesday and Friday from 8:30 to 12:00 and on Tuesday and Thursday from 1:00 to 4:30.

Reference Files

Seniors are urged to see that at least three (3) letters of reference from faculty, administration and/or employers are sent to the Career Counseling Office before graduation. Students and alumni/ae may then request that these letters be sent out to support their applications to graduate school or for employment. These credentials are mailed only when the alumnus/a or student notifies the office to do so. Requests for transcripts should be directed to the Registrar.

Reading Days

Toward the end of each semester a block of time is set aside during which no classes are held. These "Reading Days" are established to enable students to finish papers, catch up on required reading, and study intensively for final examinations. Regulations for use of college facilities for social activities during reading days can be found on p. 73.

Spouses of Undergraduates

Spouses of undergraduate students may audit courses without having officially registered for them. This would only require permission of the instructor in a particular course. If spouses should wish to take courses for credit, they can be admitted as special students and charged the same rate as special students are charged for individual courses.

College Policy on the Confidentiality of Student Records, Faculty Records, and Guides to the College on the Matter of the Confidentiality

Introduction

The Board of Trustees provides two guides to the Faculty on the matter of records. They are:

Title XI, Section 1, of the Statutes of Trinity College: "The Faculty shall keep a record of the progress in study, punctuality in attendance, and general conduct of students."

Title XI, Section 2, of the Statutes: "The students shall be ranked in the several classes according to their progress in study."

The policy and guides set forth below on record maintenance and on confidentiality were prepared by an *ad hoc* committee of administrators and were put into effect by the President of the College after being reviewed by the Student Government Association and a Faculty committee. They are consistent with the Trustee directions cited above and with applicable legislation.

No statement of policy can be made without reference to the manner in which records are maintained by various offices of the College. Confidentiality is dependent not only upon the good judgment of persons who keep information but also upon the kind of information kept and the manner in which it is kept. Consequently, the policy on the confidentiality of student records begins with specific guides to the keeping of specific types of records.

I

Guides to the Keeping of Student Records

A) The following types of records will be permanently retained in the student's central file at the Office of the Registrar:

- 1) College Entrance Examination Board scores (aptitude and achievement)
- 2) American College Testing Program test scores and student profile report
- 3) Advanced Placement Test scores
- 4) Secondary school grade record (i.e., "transcript")
- 5) Application for admission
- 6) Previous college transcripts of transfer students
- 7) Any documents from foreign educational institutions
- 8) Transcript from institution attended on Academic Leave of Absence
- 9) Transcript from 12-College Exchange institution attended by Trinity student
- 10) Independent Study form
- 11) Letter from instructor requesting grade change
- 12) Registrar's form indicating change of information regarding an undergraduate; e.g., voluntary withdrawal, required withdrawal, change of address, marriage, name change

- 13) Teaching Assistant form
- 14) Application for interdisciplinary major
- 15) Foreign transcripts
- 16) Student request to see contents of file
- 17) Open Semester application
- 18) Description of student-taught course
- 19) Intensive Study Program description
- 20) Letter notifying a student he/she has been required to withdraw for deficient scholarship

B) The following types of records in the student's central file at the Office of the Registrar will be destroyed when the student graduates, or in the event the student withdraws, five years after the date of withdrawal:

- 1) Letter offering admission
- 2) Card signed by student accepting admission
- 3) Supporting documents for admission, such as poems, photographs, etc., submitted by applicant
- 4) Description of Advanced Placement course and teacher's recommendation regarding award of credit
- 5) Dean of Students' report form
- 6) Letter to donor of scholarship
- 7) Letter reporting student's grades to donor of scholarship
- 8) Freshman Adviser's information sheet
- 9) Freshman tentative course selection form
- 10) Freshman application for exemption tests and placement tests
- 11) Freshman information regarding foreign languages
- 12) Appeals to and letters from Curriculum Committee regarding such matters as course credit, additional credit, etc.
- 13) Address change, letter from student regarding same
- 14) Consortium registration form
- 15) Notice of credit awarded transfer student
- 16) Leave of Absence form
- 17) Letter requesting readmission and application for readmission after required withdrawal
- 18) Readmission inquiry
- 19) Letter readmitting student
- 20) Request for reference letter for student who was required to withdraw
- 21) Reference letters for student applying for readmission
- 22) Statement of Incomplete grade
- 23) Notice regarding additional charges for six or more course credits
- 24) Notice to student who did not pre-register or register
- 25) Senior check-out sheet
- 26) Senior application for degree
- 27) Age of majority form
- 28) Form letter regarding release of information to secondary school
- 29) Letter regarding graduation requirements
- 30) Selective Service form 109
- 31) Letter from Registrar to Draft Board
- 32) Application for major
- 33) Freshman change-of-course form
- 34) Letter to and from student regarding freshman course selection
- 35) Medical letter of endorsement regarding application for readmission
- 36) Notification of grade change

- 37) Motor vehicle card
- 38) Worship attendance certificate (no longer used)
- 39) Request from Treasurer's Office to hold grades/transcripts for delinquent account. (To be destroyed at the time of graduation or when the bill is paid, whichever comes later.)
- 40) 12-College Exchange application and correspondence
- 41) Rome Campus and Barbieri Center correspondence
- 42) Library request to withhold registration because of overdue books
- 43) Letter regarding academic probation
- 44) Mid-term report to parents (no longer used)
- 45) Mid-term report to student
- 46) Letter to and from parent regarding student's progress/difficulty
- 47) Permission to be part-time student
- 48) Reference letter for student. (This refers only to a copy placed in the student's central file at the Registrar's Office. Author retains copy as long as he/she chooses.)
- 49) Test sheet regarding reading and vocabulary
- 50) Junior Adviser report form (no longer used)
- 51) Form letter regarding condition of room and related matters
- 52) Questionnaire regarding housing, roommate preference, religion, secondary school activities, hobbies, etc.
- 53) Freshman parents' letter responding to College Counselor's questionnaire (no longer used)
- 54) Sealed envelope regarding disciplinary action. (To be destroyed at graduation, unless a different date is specified on the envelope.)

C) The following types of records, accumulated in connection with the admissions process, will be destroyed between the time the student is admitted and the time he/she enrolls.

- 1) Admissions Office interview notes and phone notes
- 2) Evaluative comments contained on secondary school transcripts, mid-term school reports and final school reports
- 3) Letter from Admissions Office to student acknowledging that he/she has accepted a place in the class
- 4) Headmaster's or principal's recommendation and secondary school teacher's recommendation
- 5) College faculty and administrator recommendation submitted in support of an application to transfer to Trinity
- 6) Any other letters of recommendation submitted in support of an application for admission
- 7) Letter to or from applicant regarding Admissions Office interview appointment
- 8) Letter from applicant requesting application form, *College Bulletin*, etc.
- 9) Letter to applicant regarding Admissions Office visit to applicant's school
- 10) Form used to report alumni interview of applicant
- 11) Receipt for payment of application fee or note indicating fee has been waived
- 12) College Entrance Examination Board writing sample

D) The following schedule of retention will be observed for disciplinary records maintained by the Office of the Dean of Students and/or in the student's central file at the Office of the Registrar:

- 1) Records of disciplinary actions leading to Fines, Pensums, Admonitions and Restrictions will be destroyed at the time the student graduates, unless a different time of destruction is specified to the student at the time the penalty is imposed. (Certain penalties—Admonition foremost among them — are sometimes imposed for a period of one semester or one year, with the proviso that all records of the action will be destroyed at the end of the specified period if the student commits no new offense.)
 - 2) Records of disciplinary actions leading to Censure of a limited duration will be destroyed at the time a student graduates unless the period of Censure continues to a date later than the student's graduation, in which event the records shall be destroyed when the period of Censure ends.
 - 3) Records of disciplinary actions leading to *permanent* Censure and to Suspension, Dismissal or Expulsion will be permanently retained.
- E) The following Financial Aid Office records will be retained until five years after the student graduates or until the records have been audited by federal authorities, whichever comes later:
- 1) Notice of approval of loan
 - 2) Notice of Work-Study employment
 - 3) Notice of award of scholarship
 - 4) Loan application
 - 5) Letter from student accepting financial aid
 - 6) Need analysis
 - 7) Parents' Confidential Statement
 - 8) Student budget
- F) Career Counseling Office records on individual students will be retained according to the following schedule:
- 1) Letters of recommendation placed on file at the Office at the student's request will be retained permanently, as will the registration form the student completes during his or her first visit to the Office.
 - 2) All other materials will be destroyed as soon as the Director of Career Counseling believes they are no longer useful to the student — ordinarily five years after the student graduates.
- G) Medical Office records will be permanently retained.
- H) Information provided by a student to the Alumni, Development or Public Relations Offices, or information obtained by these Offices from the public record, will be retained for such periods as the officers in charge deem necessary.
- I) All records and forms connected with a student's pre-registration, registration (e.g., change-of-program cards), housing, and participation in the meal plan will be destroyed as soon as they cease to be useful to the administrative offices involved.
- J) The files of the College Counselors will be available only to members of the counseling staff, and their contents will not be made available to others in or out of the College without the mutual consent of the student involved and the College Counselor, except under legal compulsion or in cases where the safety of persons or property is involved.
- K) It is the responsibility of the Registrar to exclude from the student's central file information which does not bear directly on his/her academic performance or conduct.

L) A designated member of the College staff shall have the opportunity to cull from records scheduled for destruction material of historical value to the College. Such material may be entered into the College archives if approved by the President of the College.

NOTICE OF POLICIES REGARDING STUDENT ACCESS TO EDUCATION RECORDS AT TRINITY COLLEGE

In conformance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and Federal Regulations related thereto, Trinity College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the College. It is the intent of Trinity College to comply fully with all provisions of the Act, which is most frequently referred to as the "Buckley Amendment," and for that reason the College's prior procedures and policies have been revised so that they are consistent with the requirements and perceived intent of both the Act and Regulations interpreting the Act. The College's procedures and policies must, of course, remain subject to any future modification made necessary or appropriate as a result of subsequent legislation, regulations, or judicial and federal administrative interpretations of the Act.

What follows is an explanation of the Act and the Regulations, and a description of the procedures and policies adopted by the College in compliance with the legislation. Questions regarding the legislation and Trinity guidelines should be addressed to the President's Office. Copies of the Act and the Regulations are available for review in that Office.

The purpose of the Act, as it applies to Trinity College, is twofold: (1) to give presently or formerly enrolled Trinity students access to their individual education records maintained at the College, and (2) to protect such students' rights to privacy by limiting the transfer of their records without their consent. "Education records" are defined as those records, files, documents, and other materials directly related to a student which are maintained by the College or one of its agents in the normal course of business.

The Act clarifies that an institution is not required to grant access by students to certain materials, including (1) private notes and other materials created by the individual College personnel, provided they are not revealed to another individual; (2) medical, psychiatric, or similar records which are used solely in connection with treatment purposes and only available to recognized professionals or para-professionals in connection with such treatment (provided, however, that a physician or other appropriate professional of the student's choice may review such records); and (3) law enforcement records which are kept separate from education records, are maintained for law enforcement purposes only, and are available only to law enforcement officials. (In each case, student access to such records is at the sole discretion of the individual who maintains these materials.)

It should also be noted that the Act specifically indicates that the legislation does not alter the confidentiality of communications otherwise protected by law. To ensure that the College does not compromise the rights individuals enjoyed prior to the enactment of legislation, students and alumni will not be permitted access to materials of an evaluative nature that were received or placed in files prior to November 19, 1974. Additionally, as provided by the Act, students shall not have the right to see confidential letters and statements of recommendation placed in education records prior to January

1, 1975, provided that they are used only for the purposes for which they were intended and were solicited or sent with a documented understanding of confidentiality. The Act further stipulates that students do not have the right to see financial records of their parents. Further, the Regulations specify that the Act is not applicable to records which contain only information relating to a person after he/she is no longer a student at the College.

As provided by the legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas — admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right. (It should be understood that faculty and administrators are not required to write letters of recommendation on behalf of students, with or without the use of waivers.) To execute a waiver, the student will be asked to sign and date a written form specifying that information to which he/she voluntarily waives the right of access. Such forms are available at various College administrative offices, including the Career Counseling Office and the Registrar's Office. In waiving his/her right of access, the student retains the right to be notified, upon request, of the name of each person who has submitted such a confidential evaluation or recommendation. Moreover, the recommendation may be used only for the purpose intended. The legislation also stipulates that a waiver may not be required as a precondition of admission to the College, receipt of financial aid from the College, or any other services or benefits. The Act clarifies that the "student" to whom the right of access belongs is defined as any person concerning whom the College maintains education records or personal information, but does not include anyone who has not been in attendance at the College. Thus an applicant for admission to Trinity College who is not admitted is not given the right under the Act to see or challenge letters of recommendation or other records. Additionally, the Act does not give the applicant the right to challenge the College's decision not to admit. The rights provided by the Act only accrue to those individuals who actually enroll at the College.

The legislation also makes it clear that the College has the right to provide to the parent or legal guardian of a dependent student, as defined for Federal Income Tax purposes, information about his or her child without the College's having to seek the student's consent. Thus, at its discretion, the College will provide such information to the extent that it is permitted by law. Such a policy alters previous College policy which gave every student of majority age sole power to decide whether his or her parents are to receive such information as student grades and college bills.

As provided by the Act, the College gives public notice that it retains the right to publish at its discretion the following categories of information with respect to each student presently or previously attending the College: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information such as honors received. Students have a right to inform the College within a reasonable period of time that any or all of this so-called "directory information" should not be released without prior consent. Requests by students to suppress from public distribution the above-mentioned information are made annually. As required by the Act, Trinity College has provided and will in the future pro-

vide public notice of its intention to publish such information.

The Act and Regulations thereto contain further information, much of which is technical and not appropriate for inclusion in this notice. The College, will, of course, be guided by all sections of the Act and Regulations and not solely by those subjects and requirements addressed in this notice. Again, further clarification and copies of the legislation can be obtained through the President's Office.

In complying with the legislation, the College has adopted the following procedures and policies in addition to those noted above:

- A. Except for those parties stated below, no one shall have access to education records without the written consent of the student concerned. The exceptions to the consent requirement are:
 1. Faculty and staff members determined by the appropriate record keeper to have legitimate educational interests in seeing the records in question.
 2. Authorized Federal and State officials auditing Federally supported education programs and State officials to whom information from student records is required by statute adopted prior to November 19, 1974, to be disclosed.
 3. Persons processing a student's financial aid application, or receipt of financial aid but only to the extent of (1) determining eligibility, amount, and conditions for aid and (2) enforcing such conditions or terms.
 4. Organizations conducting studies on behalf of educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction provided that the identity of students is not revealed to other than representatives of such organizations and the information is destroyed when no longer needed for study purposes.
 5. Recognized accrediting organizations carrying out their accrediting functions.
 6. Parents or legal guardian of a student who is dependent upon such parents or legal guardian for Federal Income Tax purposes (discussed above).
 7. To comply with a judicial order or lawfully issued subpoena provided reasonable notice in advance of compliance is sought.
 8. Officials of another school in which the student seeks or intends to enroll, provided notice requirements are met.
 9. In an emergency, appropriate persons, as determined by the keeper of the records, if the knowledge of information from a student's record is necessary to protect property or the health or safety of the student or other persons. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed include:
 - a. The seriousness of the threat to the health or safety of the student or other individuals;
 - b. The need for information to meet the emergency;
 - c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
 - d. The extent to which time is of the essence in dealing with the emergency.

- B. Records released to any organization, agency, or individual shall be transmitted with a notice informing the recipient that such information is released only on the condition that the recipient will not permit any other party to have access to such information without the written consent of the student.
- C. Each office which maintains education records shall maintain a record for each student which shall list all individuals (except institution officials described above), agencies, or organizations which have requested or obtained access to such student's education record.
- D. A student may inspect material belonging to his/her education record solely at the office which is responsible for maintaining such information. Any office may require that the student inspect that record only in the presence of the office head who may assist in interpreting the information. Each office has the ultimate responsibility for establishing appropriate procedures; however, each office has been instructed to ask that the student's request be made in writing, and where appropriate, in person. On request, the student may be required to properly identify himself/herself in filing a request and prior to having access to his/her records. The student is obligated to examine the record during reasonable hours at the place the record is maintained and not to interfere with the operation of the office in which the record is being maintained.
- E. Under the Act, the College has 45 days from the time of request until it must comply with the request.
- F. In some instances, materials which are a part of a student's own record may include references to other students. In such cases, the individual student's right to disclosure is limited to only that part of the record that pertains to him/her. The Act does not give the student an absolute right of inspection of all such materials. At the College's discretion, a student can be informed of such materials, as specified by the Act, but may legally be denied inspection of them.
- G. Unless and until the College is provided with a written statement of permission by the author, confidential letters and statements of recommendation received prior to January 1, 1975, and evaluative materials received prior to November 19, 1974, will remain confidential and inaccessible to students. Materials received after these dates will not be treated as confidential by the College and will be accessible to students upon request.
- H. Copies of records accessible to students shall be transmitted to the student upon payment of the established fee for issuing such copies.
- I. A student who believes the information contained in his/her education records is inaccurate or misleading or violates privacy or other rights may request that the College amend them. A student who seeks to question such information will be requested to state the basis for the challenge in writing to the head of the office where the student's records are maintained. The head of the office may, if it is considered that circumstances warrant, alter the material in accordance with the assertion(s) made in the student's challenge. If, however, the office head believes the challenge is not warranted, the matter will be referred in a reasonable period after request to

a Board of Inquiry, impaneled by the Dean of Students, for an arbitration hearing. The student shall be given notice of the date, place and time reasonably in advance of the hearing. The purpose of the hearing is to afford the student a full and fair opportunity to challenge and correct any inaccurate, misleading or inappropriate information about the student. The procedures for a hearing will ensure that a decision is rendered by disinterested persons. The Board of Inquiry, composed of one undergraduate, one faculty member and one administrator, will provide the student and the office head full opportunity to present their respective positions and to cross-question one another. Excluded from the panel will be any party who has a direct interest in the outcome of the hearing. The Board will also hear witnesses when appropriate. The student may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney. The hearing will otherwise be guided by the applicable provision for due process spelled out in the Administrative Procedures in Matters of Discipline and Dispute, as modified to conform with the requirements of the Act. Within a reasonable time after the conclusion of a hearing, the Board will issue a written decision, copies of which will be provided to the student and the office head. This decision will be binding. The decision of the College shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

- J. If, as a result of the hearing, the College decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the student in writing.
- K. If, as a result of the hearing, the College decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the College.

Any such explanation placed in the education records of the student shall:

- 1. Be maintained by the College as a part of the education records of the student as long as the record or contested portion thereof is maintained by the College, and
 - 2. If the education records of the student or contested portion thereof is disclosed by the College to any party, the explanation shall also be disclosed to that party.
- L. Except as permitted by the legislation, transcripts or information concerning a student's education record will be released to individuals or parties outside the College only with the written consent of the student or under subpoena, in which case the student will be notified. The Act requires that the student's written consent indicate which records are to be released, the reasons for such release, and to whom the copies are to be released. A copy of the material to be released may be requested by the student.

It should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In most cases, student files do not contain many of the types of records noted above. While a number of such records have been accessible to students in the past, certain records will remain confidential and not open to students as provided in the Act and Regulations and as explained above. Moreover, the Act does not deny the College the right to destroy any records if not otherwise precluded by law unless prior to destruction the eligible student has requested access. (One of the intentions of the legislation was to encourage colleges and universities to reduce the number of records which they have previously maintained. The destruction of records is not inconsistent with the spirit of the law.)

Finally, the Act requires that a written record be kept with the education records of each student, indicating all parties outside the College who have requested or obtained access to the records. The record must also indicate the legitimate interest that each party has in obtaining the information. As noted previously, the Act does not require the student's prior consent to the release of such files or information to Trinity College faculty or administrators who have a "legitimate educational interest" in seeing the material, or to certain other persons, agencies, and organizations specified above and in the Act. Access and release forms are available in those College offices which keep student files.

In conclusion, two points should be re-emphasized. First, the College intends to comply fully with the intent and spirit of the Family Educational Rights and Privacy Act and the Regulations related thereto. Second, the policies and procedures of the College remain subject to modification made necessary or appropriate as a result of subsequent legislation, regulations, or judicial and federal administrative interpretations of the Act. Any questions regarding the legislation or the College's procedures and policies should be directed to the President's office.

NOTICE OF NONDISCRIMINATION AND APPOINTMENT OF TITLE IX COMPLIANCE OFFICER

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all federally funded education programs. The regulation implementing Title IX, effective July 21, 1975, specifies a number of actions that educational institutions receiving federal funds must take in order to be in compliance with the law.

Trinity College supports the language and intent of this legislation, and seeks to comply fully with Title IX requirements. In conformance with such legislation, the College provides notice here to its students, employees, applicants, and others that Trinity College, as required by Title IX and its regulation, does not discriminate on the basis of sex in the educational programs or activities which it operates. This policy and requirement of non-discrimination extend to both admission to and employment in the College.

Pursuant to Title IX regulation, Trinity College also gives notice of the appointment of the Director of Institutional Affairs as the officer who is responsible for the coordination of efforts by the College to comply with and carry out requirements and responsibilities under Title IX. The Director's office is in Williams Memorial. The office extension is 472.

NOTICE OF NONDISCRIMINATION
AND APPOINTMENT OF COMPLIANCE OFFICER
PURSUANT TO SECTION 504, REHABILITATION ACT
OF 1973, AS AMENDED
(NONDISCRIMINATION ON THE BASIS OF HANDICAP)

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of handicap in any program or activity receiving federal financial assistance. The regulations implementing Section 504, effective June 3, 1977, specify a number of actions that educational institutions receiving federal funds must take in order to be in compliance with the law.

Trinity College supports the language and intent of this legislation, and seeks to comply fully with Section 504 requirements. In conformance with such legislation, the College provides notice here to its students, employees, applicants, and others that Trinity College, as required by Section 504 and its regulations, does not discriminate on the basis of handicap in the educational programs or activities which it operates. This policy and requirement of nondiscrimination extend to both admission to and employment in the College.

Pursuant to Section 504 and implementing regulations, Trinity College also gives notice of the appointment of the Director of Institutional Affairs as the officer who is responsible for the coordination of efforts by the College to comply with and carry out requirements and responsibilities under Section 504 and the implementing regulations. The Director has an office in Williams Memorial. The office extension is 472.

College Policy on the Confidentiality of and Access to Faculty Records

Official information about present or former members of the Faculty is maintained by the Dean of the Faculty. Such information is considered to be confidential. Confidential evaluations and private information should not be released in their original form under any circumstances. All requests for information about a present or former faculty member addressed to members of the College faculty or administration or student body should be referred to the Dean of the Faculty, except when the person receiving the request has been requested to release information about a faculty member by that member himself.

Persons answering requests for information about members of the Faculty should follow the same principles which pertain to the confidentiality of student records.

A Connecticut statute, designated Public Act No. 80-158, in effect since January 1, 1981, has to do with "accessibility of personnel files to employees."

In general, it says that employees are entitled to see their files on reasonable request. As "files" are defined, they include performance evaluations by supervisors, but not letters of recommendation by third parties. Within the context of our personnel procedures, it seems clear that candidates are now entitled to see the letters written by their department chairs, but not letters from external referees.

It is not entirely clear whether, under the statute, letters from students and faculty colleagues within the College are also accessible. Outside counsel has informed us that it would be reasonable to treat these internal letters as confidential, and we shall continue to do so. The Faculty should be aware, however, that this is a relatively new and somewhat ambiguous statute, and a court may someday interpret it otherwise.

Student Organizations

Most of the following organizations are under the direct supervision of the Student Government Association Budget Committee and the Student Government Association. They have been evaluated and recognized by the SGA and most qualify for funding from the SGA Budget Committee. For interested students, the Calendar Office and Mather Campus Center keep a list of all recognized student organizations and their officers.

Drama

JESTERS

A dramatic organization, the Jesters is one of the College's oldest and most active clubs and has maintained and fostered the dramatic arts at Trinity with a high degree of interest and ability.

The Jesters welcome all who would like to participate in any phase of play production.

Informal Sports Organizations

BANTAM BARBELL CLUB

The Bantam Barbell Club is an organization made up of students and faculty interested in weight training and weightlifting for fitness and sport. The Club's members exchange information, conduct clinics, and carry out an annual competition for men and women. In addition, the Barbell Club acts as a liaison between the student body and the Athletic Department concerning the use of the weight room and the status of equipment.

As a fitness boom sweeps the country, members of the College community are welcome to come and discover the enjoyment and satisfaction which can be found in pumping iron.

FENCING CLUB

Founded in 1948, the Fencing Club was established to encourage the art and spirit of fencing. It has been an active and formidable member of the New England Intercollegiate Fencing Association while also competing with Division I and II schools. The Fencing Club welcomes beginners as well as experienced fencers who wish to participate in competition. For further information, contact the Athletic Department.

TRINITY COLLEGE OUTING CLUB

The Trinity College Outing Club provides a wide variety of outdoor activities, including winter camping and climbing, rock climbing, cross-country skiing, and a wide range of hikes. It also runs special trips, such as a downhill ski week, tubing, scuba diving, and wind surfing. Participation is open to all students, faculty, staff, administration and alumni, providing a unique opportunity for people to share their experiences and expertise. In addition, the Outing Club has equipment that can be rented at a modest fee.

RUGBY CLUB

The Rugby Club, in cooperation with the Athletic Department, offers an opportunity for interested students to practice and compete on an inter-

collegiate level. The club also provides opportunity for students to develop skills and the enjoyment of the competitive aspects of rugby.

TRINITY COLLEGE SKI TEAMS

The Trinity Ski Team is primarily a student-run organization. There are separate men's and women's teams. Both clubs compete in Division II college racing; the men in the New England Intercollegiate Ski Conference (NEISC) and the women in the Women's Intercollegiate Ski Conference (WISC). The races consist of slalom and giant slalom Alpine events.

TRINITY COLLEGE ULTIMATE FRISBEE CLUB

The Trinity College Ultimate Frisbee Club is an organization which provides an opportunity for any member of the Trinity community to participate in an alternative athletic activity to the varsity and intramural sports program. The team meets in both the fall and spring seasons and competes with other colleges in the Northeast.

WATER POLO TEAM

The Water Polo Team provides a structure enabling those persons interested to participate on a regular basis and in an organized fashion. Practices and games are coed, though an effort is being made to develop fully independent seasons for the men and women. The regular season takes place in the fall during which Trinity competes at the Division II intercollegiate level. An informal spring season is also offered.

Musical Groups

AFTER DARK

Trinity's first all-male vocal group in fifteen years was founded in the fall of 1981. From its humble beginnings as a four man group, After Dark has grown in size to ten singers and frequently performs for standing room only audiences.

After Dark's repertoire is as varied as the members of the group. Selections range from traditional barbershop to pop tunes with guitar accompaniment and choreography. The best of these songs can be heard on After Dark's debut album "Live at Jessee Field."

After Dark travels extensively doing several local shows as well as performing at other colleges. The group is planning to make a trip to Bermuda during spring break.

After Dark demands and expects fine quality in the singing of the group as a whole and invites individual input from all its members. Tryouts for the group are held every fall immediately following the Freshman Show.

CHAPEL SINGERS

The Chapel Singers provide music for Sunday morning Chapel services and at other selected occasions.

The ensemble is composed of Trinity students and admission is by audition with the College Organist and Director of Chapel Music.

The choral repertoire of the group consists of a wide cross section.

THE CONCERT CHOIR

Formed when Trinity became coeducational, the Concert Choir has established an excellent reputation as one of the finest groups of its kind.

The Choir regularly is heard in campus concerts, radio and TV appearances, on recordings, and in performances at other colleges and cities. Members of the Choir develop skills in performing a great diversity of music ranging from intricate Renaissance polyphony to the newest in multi-media works. Customarily, during the Spring Vacation the Choir makes a Concert Tour either in the States or abroad.

Membership in the Choir is by audition in the fall. All undergraduates and graduate students may apply.

THE GUILD OF CARILLONNEURS

The group plays the Chapel's 49-bell Plumb Memorial Carillon before all Chapel services as well as on special occasions and gives free lessons to all Trinity students desiring to learn to play the Carillon. In all of these activities they are assisted by the Resident Carillonneur, Daniel Kehoe '78.

THE PIPES

The Trinity Pipes date back to 1938, when four men from St. Anthony Hall formed an *a cappella* quartet. Over the years, the group has grown in size and added instrumental accompaniment. When Trinity became co-educational in 1969, The Pipes expanded to include women. This present format of co-ed group with instruments (guitars and "stand-up" bass) is unique in college singing ensembles and, along with their versatility, explains their perennial popularity.

Trinity Pipes concerts have delighted audiences throughout the East Coast. The group combines its careful vocal blending with sophisticated arrangements of traditional and popular songs, as well as occasional folk songs and spirituals. Their most recent album, *Piplical Pursuit*, which contains fifteen songs, was released last May.

The Pipes continue to change their style and repertoire as the tastes, desires, and members of the group change. Auditions are held early each fall to replace members who have graduated.

STUDENTS FOR MUSIC AT TRINITY (SMAT)

SMAT was organized to advance and generate interest in the serious performance and enjoyment of music of all periods and types. Its activities include student recitals, guest artists in lecture and recital, and student performing groups.

TRINITY CHAPTER OF AMERICAN GUILD OF ORGANISTS

Do your toes curl up in your shoes when the full swell comes shining through the diapasons? Do the intricacies of a Bach fugue send you into polymorphic paroxysms of polyphonic pleasure?

Well, maybe not, but, if you are at all interested in organs and/or organ music, feel free to get involved in our group. Although the Chapter's activities center around the five organs in the Chapel (including the 3-manual, 79-rank main organ), day trips to see and hear other instruments and recitals are not unheard of. Does this sound like your kind of ORGANization? Contact adviser John Rose at the Chapel, ext. 484.

TRINITY JAZZ ENSEMBLE

This organization was founded in 1974 to give interested Trinity students an opportunity to perform on their respective instruments. Traditional to

contemporary jazz styles are explored. Rehearsals are held weekly to develop big band and small combo ensembles in preparation for various performances throughout the year. Past performances have been enthusiastically received on and off campus.

A formal letter of invitation is sent to all freshmen, followed by an organizational meeting held during the first week of classes. Students who have had experience in high school bands or other performing groups are encouraged to participate. Credit is available by registering for Music 109/110.

Publications and Radio

FREE SPIRIT

The Free Spirit is a third world publication started in 1974. It is an expression of minority students' literary and artistic talents. It is published every spring.

THE IVY

The Ivy, the College yearbook, is compiled during the academic year and published over the summer. It covers the activities of the entire year in addition to its primary subject, the departing senior class. Books are mailed to the graduates at their homes in the fall. Underclassmen and faculty may purchase surplus copies.

The Ivy staff is comprised of members of the four classes. Freshmen are encouraged to participate. The *Ivy* offices are located in Jackson Hall. Inquiries should be sent to Box 3028 in Mather Campus Center.

OFFHAND (formerly SILENCES)

Offhand is an organization devoted to freedom of expression through various art forms. It is a hodge-podge of student opinion. Anyone interested in participating may contact the organization through the Mather Campus Center. Two issues will be published this year.

THE QUESTIONER

The purpose of *The Questioner* is to increase the awareness and stimulate the thinking among the student body, faculty, and administration. *The Questioner* is an independent magazine.

TRINITY OBSERVER

The Trinity Observer is a conservative student newspaper, intended to provide a forum for intelligent, clever, and well-written work. Anyone is welcome to submit articles, drawings, cartoons, or other pieces to the *Observer*, which is published monthly. All articles are printed solely at the discretion of the editorial board of the paper. Contact John Stratakis '86, Elizabeth Heslop '86, Bill Bitterli '87, or Justin Lilley '86 for details.

THE TRINITY PAPERS

Founded by a group of the President's Fellows during academic year 1981-82, *The Trinity Papers* is an annual journal that publishes outstanding examples of student scholarship. Any work written while the author is enrolled at the College is eligible for consideration. All submissions are read anonymously by a board of student editors.

THE TRINITY REVIEW

The purpose of *The Trinity Review* is to stimulate an interest in writing and to provide an outlet for the creative efforts of undergraduates, graduate students and members of the faculty and administration.

The Review is published once each semester and the Board of Editors will consider all material submitted. Membership of the Board is open to all Trinity undergraduate and graduate students.

THE TRINITY TRIPOD

The *Trinity Tripod* is the official student newspaper of the College. As such, it provides the most effective and comprehensive communication system within the College. It is published weekly during the academic year.

The *Tripod* attempts to give complete coverage of campus news and is the primary medium for the expression of student opinion and criticism. Contributions from all members of the College are welcomed by the editorial board.

In addition to a fully-equipped darkroom, the *Tripod* offices contain a recently-acquired computer system which has greatly facilitated the publishing of the paper.

All students are encouraged to apply for staff positions. No previous experience is necessary, although those students with newspaper skills are especially encouraged. Students may apply for positions on the news, arts, sports, photography, technical or business staffs.

Offices of the *Tripod* are located in Jackson Hall.

WRTC-FM

WRTC-FM, Hartford's first non-commercial radio station, maintains studios in the basement of Cook-B dormitory. Radio Trinity offers an educational experience in broadcasting by airing some of the most diversified programming in the area. Among the opportunities available at WRTC-FM are announcing for Classical, Jazz, Progressive Rock, and Alien music slots, as well as sportscasting, technical engineering, and production work.

Religious Groups

COMMITTEE OF THE CHAPEL

This Committee, consisting of members of the student body, faculty, and administration and the Chaplain, plans and directs all of the activities of the Chapel. Students are elected to it in the spring of each year. The Committee is assisted in this by the following organizations which are responsible for various areas of the life of the Chapel.

ACOLYTES

Students serve at all of the services of the Chapel in such capacities as torchbearers, assisting at the Eucharist, etc.

LAY READERS

The responsibility of leading the services of the Chapel is shared by members of the College. Students and faculty members conduct weekday services and read the lessons at the Eucharist and College Vespers.

CRUCIFERS

Each year certain members of the Senior Class are given the responsibility and honor of carrying the Processional Cross of the Chapel at the services.

USHERS

Students usher at the Sunday service and special events in the Chapel, as well as take up the offering and assist the congregation.

THE GREATER HARTFORD CAMPUS MINISTRY

The Greater Hartford Campus Ministry is affiliated with the New England Christian movement. Directed by an ecumenical board, this ministry provides a campus minister who serves the colleges and universities of the area.

HILLEL

The Trinity Hillel provides a social and religious program for Jewish students on campus. Sponsoring brunches, dinners, and assorted campuswide, non-denominational events, Hillel is a vibrant Jewish presence on campus. The Hillel House and office is located at 30 Crescent St., Box 3027, ext. 464 or the Chaplain's office.

TRINITY CHRISTIAN FELLOWSHIP

The Trinity Christian Fellowship, an autonomous group affiliated with Inter-Varsity Christian Fellowship, provides an opportunity for Christians on campus to meet weekly on an informal basis for times of worship, sharing, and usually hearing a talk on some topic relevant to the day-to-day living out of our faith. There are also a number of small group Bible studies on campus that meet at various times throughout the week. Other activities include picnics, multi-media shows, coffeehouses, and retreats. Many members are also involved in community service projects with the SGA Outreach Committee.

Social Clubs and Fraternities

ALPHA CHI RHO

Alpha Chi Rho, 114 Vernon Street, was founded in 1895 at Trinity College in Northam 11. At the present time this Phi Psi Chapter is one of the 37 chapters located throughout the United States.

ALPHA DELTA PHI

Alpha Delta Phi, 122 Vernon Street, was founded as a literary society at Hamilton College in 1832, and now consists of 29 active chapters in the United States and Canada. The Phi Kappa Society at Trinity was the parent organization from which the Phi Kappa Chapter was established here in 1877.

DELTA DELTA DELTA

Delta Delta Delta, founded at Boston University in 1888, was the first women's fraternity to be founded as a national organization with complete plans for governmental structure and expansion. The Beta Omega Chapter (Tri-Delta's 122nd) was established at Trinity College in February, 1981.

DELTA KAPPA EPSILON

Delta Kappa Epsilon was established at Yale University in 1844 and was

among the first of the national fraternities chartered at Trinity College. The Alpha Chi Chapter, located at 98 Vernon Street, was founded in 1879. Alpha Chi was the first Trinity fraternity to admit women, and has been a co-educational community since 1969.

THE CLIO SOCIETY

The Clio Society was originally founded at Trinity College in 1878 as a literary society, and as a social alternative to the fraternities existing at that time. It is named after Clio, the muse of history and wisdom in Greek mythology. In 1983 the members of the Alpha Chi Chapter of Delta Kappa Epsilon reinstituted the Clio Society in a move to create an organization more amenable to the ideals of equal opportunities for women and men, structural flexibility and the attainment of bonds of friendship within a group. The Clio Society is a literary club, a social club, and a public service organization, open through invitation to members of the sophomore, junior and senior classes. The Clio Society is a local and independent organization, housed at 98 Vernon Street.

KAPPA KAPPA GAMMA

Kappa Kappa Gamma was established in 1870 at Monmouth College in Illinois, as one of the country's first women's fraternities. The Zeta Theta Chapter was installed at Trinity in May, 1982, becoming the 110th chapter in the U.S. and Canada.

PI KAPPA ALPHA

Pi Kappa Alpha, 94 Vernon Street, an outgrowth of a local organization, Tau Alpha, was established at Trinity in 1953. PiKA, which was founded at the University of Virginia in 1868, is the largest national fraternity represented on campus, with over 170 active chapters throughout the country. The chapter house, built in the 1820s, was formerly the residence of a mayor of Hartford and a President of Trinity College.

PSI UPSILON

Psi Upsilon, 81 Vernon Street, was founded at Union College in 1833. It is one of the oldest college fraternities in the country. The Beta Beta Chapter was founded here in 1880, being organized from the local society known as Beta Beta.

ST. ANTHONY HALL

St. Anthony Hall, 340 Summit Street, was established at Trinity in 1850, three years after the fraternity was founded at Columbia University. There are active chapters at M.I.T., Yale, Columbia, Virginia, North Carolina, Brown, and Universities of Pennsylvania and Mississippi. The Hall is the oldest of the resident fraternities.

ST. ELMO (DELTA PHI)

St. Elmo (Delta Phi) was founded at Union College in 1823. The Corax Club, which later became the IKA Society at Washington College, is the oldest local fraternity in the nation. In 1917, IKA accepted the St. Elmo national charter while keeping the infrastructure of the IKA intact. The two co-existed on 70 Vernon St. until 1972 when the fraternity went inactive. In 1982, St. Elmo was reactivated and has regained its position of leadership on campus once again.

INTERFRATERNITY COUNCIL

The Interfraternity Council serves as a vehicle for communication through which the fraternities/sororities can manage their affairs and coordinate events. Its membership is composed of representatives from each of the fraternities and sororities at Trinity. The I.F.C. helps to integrate the fraternity system with the rest of the campus by devising ways in which the houses can make creative contributions to the social life of the campus. It publishes periodic newsletters, a freshman rush booklet, and also coordinates rush events.

PANHELLENIC COUNCIL

The Trinity PanHellenic Council, a member of the National PanHellenic Conference, serves as a coordinating body whose purpose is to foster better relations between the sororities. PanHellenic is composed of two representatives from each sorority. The council is responsible for rush, coordinating rush dates and rush rules.

Special Interest Groups

AIESEC-Trinity (pronounced "EYE-SEC")

AIESEC is the French acronym for the International Association of Students in Economics and Business Management. AIESEC seeks to promote international understanding and cooperation while preparing internationally educated managers to operate effectively in various economic and cultural environments. This is primarily done through an international exchange where students take short-term jobs in businesses at the management level all over the globe. For each job raised locally, an AIESEC-Trinity student is given the opportunity to work abroad.

AMNESTY INTERNATIONAL AT TRINITY

Amnesty International 1) seeks the release of prisoners of conscience, men and women detained anywhere for their beliefs, color, sex, ethnic origin, language or religion, provided they have neither used nor advocated violence, 2) seeks fair and early trials for all political prisoners and 3) opposes the death penalty and torture of all prisoners. At Trinity, Amnesty International focuses on these human rights issues through letter-writing campaigns and through education of the Trinity community via speakers, films and other activities.

ARMENIAN STUDENT FELLOWSHIP

The Armenian Student Fellowship was formed to preserve and promote Armenian culture within the Trinity community and the surrounding area.

Plans for the 1984-85 year included trips to Armenian cultural events in Worcester, Boston and New York, and an Armenian food and music festival on campus. Several guest lecturers and movies were also scheduled for the academic year. The organization is also involved in several activities with the local Armenian Church.

Students are encouraged to join the Armenian Student Fellowship and new members are welcome to join at any time during the year.

ASIAN STUDENTS INTERNATIONAL ASSOCIATION (A.S.I.A.)

The Asian Students International Association was created to provide a sense of community to Asian students and others interested in Asian cultures, as well as to promote awareness of Asian cultures in the Trinity

College community. This organization attracts both Asian and non-Asian students to participate in a spectrum of multi-cultural activities including films, lectures, field trips, and food festivals. Membership is open to all interested students.

THE BIG BROTHER AND SISTER PROGRAM

The Big Brother and Sister program at Trinity College is designed to provide an opportunity for young boys and girls in Hartford to develop a close friendship with a mature individual. Emphasis is placed on a one-to-one relationship which extends beyond the child's family and peer relationships. While providing an enriching experience for the child, it can be a very rewarding way for the Trinity student to become involved with the Hartford community.

Participation in the program will include many planned group events, such as cookouts, parties and games as well as opportunities on campus and in the area for individual activities. Organizational meetings will be held at the beginning of each semester.

For more information contact the Internship Office in Seabury 43C, ext. 419.

CERBERUS

Cerberus is a campus service organization whose members help with Freshman Orientation, and perform service functions for such offices as Development, Student Services, Admissions, and Calendar and Special Events. Membership is open to all undergraduates.

CINESTUDIO

Cinestudio is a student project fostering interest in films at Trinity and in the Greater Hartford community. It is entirely self-supporting through income from admissions to its showings.

Cinestudio was entirely constructed by Trinity students over a period of four years and has continued to be staffed by students. The technical facilities of Cinestudio are matched by only a handful of other theaters anywhere, and its seven-nights-a-week film program is unique among campus film theaters in the country.

The films shown at Cinestudio range from foreign and Hollywood classics to recent popular movies and unusual Hartford premieres.

Participation is open to all members of the College and assistance is welcomed from others. Students who want to learn about film exhibition, theater management, and projection will find Cinestudio an invaluable experience.

THE COALITION FOR NUCLEAR ARMS CONTROL

The Coalition for Nuclear Arms Control was founded in the spring of 1981 in order to provide a forum for discussion and learning about the dangers, weapons systems and policies of nuclear war. The Coalition meets once a week to discuss these issues as well as to organize events to bring about an understanding among the Trinity community. Many members participate in the politics of nuclear war, but the main emphasis of the group is education and awareness.

CONNECTICUT PUBLIC INTEREST RESEARCH GROUP (CONNPIRG)

ConnPIRG, the Connecticut Public Interest Research Group, is a student-funded, student-directed organization which conducts research and takes action in areas of social, consumer and environmental concern. ConnPIRG enriches the Trinity education by permitting students to seek practical educational experiences in public interest work. Through its affiliation with a state-wide organization, ConnPIRG is linked to a network of groups dealing with issues of public concern at local, state and national levels.

CROQUET SOCIETY

The purpose of the Croquet Society is to promote the sport of croquet and compete in croquet at the collegiate level.

CROWN INVESTMENT LEAGUE

The Investment League was formed to distribute and administer a \$4,000 fund given by the Crown Foundation in a securities portfolio. Students have complete control of the fund. Membership is open to any interested student. See Professor Curran in Economics.

DEMOCRAT CLUB

The purpose of this club is to serve as a source of information and education, and as a center of opportunities for Trinity students and faculty interested in the Democratic Party on the national, state, and local level.

EARTHWEEK COALITION

The Earthweek Coalition, a project of ConnPIRG, is an alliance of campus groups and concerned individuals who have a deep interest in maintaining an ecologically sound and healthy environment for ourselves and future generations. Environmental issues cannot be the exclusive concern of a handful of people. The awareness of our environment must extend to everyone if there is to be any hope of a decent way of living. The Earthweek Coalition has been founded for the purpose of informing the Trinity community and those around it of the various environmental issues and of positive ways to effect change.

THE ENGLISH CLUB

The Trinity College English Club was formed by a group of English majors in an effort to unify the majors of the department. Its purpose is to create an interest in literature beyond the classroom by planning activities such as trips to plays, etc. Membership is open to any interested student.

THE GAMING SOCIETY

The purpose of the Gaming Society is to bring together members of the Trinity Community with a common interest in games and gaming. It is also to provide a more varied and interesting selection of games than might be available to the individual.

THE HUMANIST COMMUNITY

The Humanist Community seeks to promote dialogue on issues that give rise to disunity and dissension among all human beings. Through such dialogue, we hope to encourage understanding of various interpretations of

concepts like racism, sexism, culture, equality, etc. and to promote a better comprehension of the "superficial differences" that exist among people.

One way to unify everyone is to have a group with something in common to all of us: this universality is solely being human. To be human is to express personal feelings. These feelings can become manifest through a presentation of personal cultural perspectives so that everyone could be simultaneously educated and enlightened.

LA VOZ LATINA

The purpose of LVL is to increase the awareness of Latin American culture, politics and social issues into the Trinity community. It has a commitment with the Hispanic community of Hartford in bringing what they can offer to Trinity and Trinity's Hispanic students.

THE MIDDLE EAST CLUB

The Middle East Club provides an opportunity for students to gain a greater awareness of the Middle East. Activities include lectures, trips to Middle Eastern neighborhoods, and Middle Eastern festivals.

THE PHOTOGRAPHY CLUB

The Photography Club was established to maintain and manage the use of darkrooms and darkroom supplies in Mather Campus Center and to provide an organization through which photographers can meet and work as a whole. The club is open to all students regardless of photographic or darkroom experience. Instruction in basic darkroom techniques is given for the use of the specific equipment found in the Mather Campus Center darkrooms. Contact the Student Services Office, Mather Campus Center, for further information.

THE PSYCHOLOGY CLUB

The Psychology Club was formed in an effort to act as a focal point to unify and expand the activities related to psychology at Trinity.

The Club's purpose is essentially two-fold: to help those already within the major so that they realize and partake of the opportunities Trinity has to offer; and to sponsor events on campus to provide additional education not found in the classroom and expand interest in psychology within the entire student body.

Membership is open to any individual who expresses an interest and is willing to participate in the club's activities. For more information, contact Box 7000.

THE TRINITY COLLEGE REPUBLICAN CLUB

The Trinity College Republican Club has been very active as an organization on the Trinity campus since 1979. It is open to all members of the Trinity community and its purpose is to provide the members with an opportunity to get involved with the Republican Party on a local, state, or national level. Events on campus include guest speakers, debates, social activities, publications, and the very popular biweekly Cave discussions. The club also involves itself in numerous campaigns, both on and off campus, and brings many Republican candidates to speak on campus.

RIFLE CLUB

The purpose of the Rifle Club is to promote and instruct the art of riflery; provide an introduction to the use of rifles for sport, while cultivating an instinct for rifle safety; develop a sense of team spirit and formulate an environment in which learning, competition, cooperation and recreation can flourish simultaneously.

THE SHRAMADANA SOCIETY

Shramadana is an age-old South Asian custom meaning "the gift of labor" or the "sharing of one's time and energy." Shramadana provides a focus for interaction of people of different social, cultural and economic circumstances, and helps to eliminate these differences by encouraging sharing between participants. The Society will provide such a focus of sharing between Trinity students and our Hartford neighbors. Through cooperation, we hope to generate improvements in the immediate physical and social environment.

SOCIETY OF WOMEN ENGINEERS

The Society of Women Engineers (SWE) is a newly chartered organization within Trinity devoted to the promotion of women in the fields of engineering and computing. Membership is open to both women and men from any major. SWE sponsors lectures, tours, dinners with professionals and career days.

SPANISH CLUB

The Spanish Club is an organization designed to provide past and present students of Spanish with an opportunity to utilize their knowledge of the language in activities dealing with aspects of both literature and culture. The club, which is run by students independent of the Modern Languages Dept., offers films and lectures open to the entire Trinity community.

STUDENT ACTIVITY OFFICE (SAO)

The Student Activity Office is located on the second floor of Mather Campus Center. All student activity organizations may be reached by mail by using the following address: Club Name, SAO, MCC. The SAO can assist you in setting up your own club or organization. It is staffed Monday through Friday 1:00 - 6:00 p.m. The staff provides typing, xeroxing, and mail box stuffing services to all organizations on a "as time permits" basis.

STUDENT GOVERNMENT ASSOCIATION COMMUNITY OUTREACH GROUP

The primary function of SGACOG is to promote, maintain and improve relations with the Hartford community through voluntary social service activities. SGACOG also promotes awareness of social issues relevant to the Hartford community, through holding one fundraiser and one lecture each year.

TRINITY ALCOHOL AWARENESS PROGRAM

Trinity Alcohol Awareness Program (TAAP) is a student-run organization whose purpose is to make its members and the Trinity community more conscious of the physical and social consequences of consuming alcoholic beverages. TAAP operates as an educational organization working to help

people make informed decisions regarding alcohol consumption. In addition, TAAP sponsors discussions, films and other activities. All students are encouraged to join TAAP. For further information contact Paula Chu-Richardson, assistant dean of students.

THE TRINITY ATHENEUM

The Trinity Atheneum seeks to enhance the communication skills of its members and introduce them to methods of logical thinking through formal and informal debating. Debaters will participate in both intercollegiate and intramural tournaments. Membership is open to all and activities include weekly practice debates and "pub rounds." Debating helps develop important personal skills and is a lot of fun.

TRINITY COALITION OF BLACKS (TCB)

The Trinity Coalition of Blacks was organized for the advancement of Black awareness. TCB has been concerned with educating itself and the College as a whole by raising issues in Black arts, history, politics and culture both past and present. In cooperation with faculty, students and administrators it has sought to develop a more cognizant and receptive campus mass effort to make Black life at Trinity more meaningful and productive. Many members of the Coalition involve themselves with organizations on campus and in the Hartford area that are engaged in fostering Black rights and achievements. The TCB is housed in Umoja House at 110-112 Vernon Street.

TRINITY COALITION OF BLACK WOMEN ORGANIZATION

Trinity Coalition of Black Women Organization (TCBWO) was founded in the early 1970s to address the issues and needs of Black women at Trinity College. Events sponsored by TCBWO such as lectures, films, and social events heighten social and cultural awareness of TCBWO members as well as the College community. TCBWO also co-sponsors many of its events with the Trinity Coalition of Black Students and other student organizations. Annually TCBWO has sponsored a Sadie Hawkins Dance, a fund raiser in which proceeds benefit a worthwhile cause such as the United Negro College Fund. The Umoja House, located at 110-112 Vernon Street, houses TCBWO's office and also provides a place to get together for dinners and hold lectures and receptions for guests.

TRINITY DANCE CLUB

The Dance Club is a group of individuals interested in committing some time each week to working on informal dance performances which will be held throughout the academic year. The repertory is comprised of student choreography and a member of the Dance faculty supervises the progress of the group. Informal auditions will be held for each of the pieces. In addition, the club sponsors master classes and receptions for the faculty and student concerts.

TRINITY ENGINEERING AND COMPUTING SOCIETY

The Trinity Engineering and Computing Society (TECS) is a combined group of students belonging to either the Institute of Electrical and Electronics Engineers (IEEE) or the Association for Computing Machinery (ACM). All students interested in engineering or computing are encouraged to participate.

TECS sponsors numerous outside lecturers to speak on all facets of engineering and computing. Field trips are planned to tour industrial laboratories and to attend meetings of the national organizations.

TRINITY FILM SOCIETY

The Trinity Film Society is the parent organization of Cinestudio. Its membership is automatic for all Cinestudio workers and is open to any other interested students.

In addition to overseeing the general operation of the theater, the Trinity Film Society each year plans the Summer Cinema series, organizes occasional motion picture festivals, and represents student interests in all administrative decisions pertaining to academic feature film use on campus.

TRINITY GAY ALLIANCE

Gay students at Trinity — confused about your sexuality? Feel a little out of place? We are a student support group that meets for informal discussion and events. To contact us, call the Chaplain or write to Trinity Gay Alliance, c/o Chapel Office.

THE TRINITY HUNGER PROJECT

The Trinity Hunger Project is concerned with educating people about world hunger. We are promoting involvement, by students and faculty, in hunger briefings. These educational lessons are provided as methods of informing concerned people about this devastating problem. Our group is also involved in fundraisers. The money raised will be given to hunger-related organizations such as Oxfam or Save the Children. Fasts are also part of our involvement on the Trinity College campus. Funds from the Budget Committee are to be used for advertising our events, publication of a newsletter, sponsoring lectures and films and raising funds. It is also our plan to purchase some educational material to be utilized by the hunger project in particular and the Trinity community in general. We have changed the name from the Trinity Hunger Relief Group to the Trinity Hunger Project.

TRINITY SERVICE ORGANIZATION

The purpose of the Trinity Service Organization is to establish a coherent collective of all of Trinity's volunteer service organizations. Basically, TSO is a loose association of independent groups, such as Outreach, Tutoring, and Big Brothers/Big Sisters, intent on the efficient recruitment and location of students interested in volunteer experience, primarily in community service. Additionally, funds can be saved through mutually sponsored fundraisers, speakers, and publicity. Lastly, new programs can be developed with the expanded energy of a whole larger than the separate units.

THE TRINITY TUTORING PROGRAM

The Trinity Tutoring Program is a group of students dedicated to helping kids learn. Tutors work at the McDonough Elementary School for one hour every week in either reading or math.

The benefits are obvious. Trinity students develop a greater awareness of the problems of urban education, and for the children, simply the presence of someone honestly concerned with their education is a powerful influence.

The Tutoring Program holds regular meetings and sponsors lectures dealing with education that are open to the Trinity community.

TRINITY WOMEN'S ORGANIZATION (TWO)

TWO is a *student* organization dedicated to promoting non-sexist attitudes. TWO sponsors various special workshops, lectures, films and social events concerning women's issues. Meetings are held on a regular basis in the Women's Center, an organization with which TWO works closely. TWO welcomes membership from the entire student body.

URBAN AND ENVIRONMENTAL CLUB

The Urban and Environmental (U & E) Club was formed to encourage students to become more involved with urban and environmental problems and issues. It also aims to facilitate communication within the major on careers, internships, courses, and related concerns. Geared especially for majors, the club is open to all students.

WORLD AFFAIRS ASSOCIATION

The World Affairs Association is a student-run organization which provides students with the opportunity to take part in events of an international relations nature. The aims of the W.A.A. are to allow students to experience, through personal participation and observation, the importance and variety of world affairs. The club sponsors its own model United Nations in the fall and attends various conferences at other schools throughout the year. Among the conferences the club has attended in the past are: Princeton Model U.N., Penn Model U.N., Harvard National Model U.N., Smith U.N. Conference, Mt. Holyoke U.N. Conference, and the Nationals in New York City.

The W.A.A. also arranges to have speakers, discussions and films on campus as part of its lecture series. The purpose of this series is to inform the Trinity community about current political, economic and social events which affect international and diplomatic relationships among nations.

Members of the Class of 1989

FRESHMAN CLASS

as of July 9, 1985

Abbreviations for the dormitories are:

- | | |
|------------------------------------|-----------------------------|
| A Anadama (111 Crescent) | JH Jones Hall |
| B Boardwalk (Allen East) | LI Little (94-100 Crescent) |
| CL Clemens (216 New Britain) | N Northam |
| CK Cook A, B, or C | NC North Campus |
| D Doonesbury (90-92 Vernon) | O Ogilby |
| E Elton | PP Park Place (Allen West) |
| FR Frohman (78-80 Crescent) | R Robb (82-84 Crescent) |
| FH Funston Hall (New South Campus) | S Seabury |
| G Goodwin | SM Smith |
| HR High Rise | ST Stowe |
| H Hillel House (30 Crescent) | WH Wheaton |
| JK Jackson | WG Wiggins (76 Crescent) |
| J Jarvis | W Woodward |
| JT Jarvis Tower | |



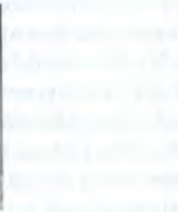
Sean A. Abbott
95 Chestnut Street
Gardner, MA 01440
Gardner High School
JK-220



Lisa A. Abshire
129 Old Hyde Road
Weston, CT 06883
Weston High School
HR-301



Amanda H. Ackerman
Lanson Drive RFD #3
Winsted, CT 06098
Gilbert School
WH-219



Samuel T. Adams
PO Box 913 Aspinet Road
North Eastham, MA 02651
Tabor Academy
R-A2



William P. Adams
PO Box 577
Pleasant Valley, NY 12569
Arlington High School
JH-120



Katherine C. Agnew
303 Parkhill Drive
Billings, MT 59101
Billings High School
E-212



Russell R. Alderson
4408 Westway
Dallas, TX 75205
St. Mark's School of Texas



Frederick J. Alexander
21 Whiting Road
Wellesley, MA 02181
Wilbraham Monson Academy
CK-B11



Aurangzeb A. Ali
980 Hill Street
Montclair, CT 06010
St. Paul's
Catholic High School



Amy E. Aliso
77 Old Meadow Plain Road
Simsbury, CT 06089
Simsbury High School
J-208



Amir Massoud Amiri
24 CH Colladon 1209 Geneva
Switzerland
Ecole Internationale de Geneve
G-23



Margret K. Anathan
15 Chadwick Road
Weston, MA 02193
Weston High School
B-C2



Lucy D. Anderson
8511 Ben Nevis Drive
Richmond, VA 23235
St. Catherine's School
W-36



Marcello Apolito
80 Undercliff Road
Montclair, NJ 07042
Montclair High School
NC-130



Victoria C. Arthaud
2621 Fenwood
Houston, TX 77005
St. John's School



Lydia D. Babbitt
Norfolk Road
Litchfield, CT 06759
Litchfield High School
J-225



Chantal Bade
6 Old Ellington Road
Broad Brook, CT 06016
East Windsor High School



Tobias S. Ball
201 North Street
Manlius, NY 13104
Fayetteville-Manlius
JK-106



Melissa M. Banister
105 Felton Road
Lutherville, MD 21093
Bryn Mawr School
NC-224



David A. Barcomb
PO Box 142
Cohasset, MA 02025
Williston-Norhampton School
NC-101



Malcolm L. Barlow
1799 East Willow Grove Avenue
Philadelphia, PA 19118
St. George's School
NC-118



Karen E. Bates
50 Huckleberry Road
East Hartford, CT 06118
George J. Penney High School
J-301



Gerardo Battista
172 Smith Street
Derby, CT 06418
Derby High School
HR-303



James A. Beakey, Jr.
3034 Q Street NW
Washington, DC 20007
Gonzaga College High School
HR-303



Daniel J. Beale
475 Monaco
Denver, CO 80220
Kent Denver Country
Day School



Matthew B. Beizer
100 Paper Chase Trail
Avon, CT 06001
Avon High School
HR-204



Gail M. Belanger
8 Imelda Street
Lewiston, ME 04240
Lewiston High School
E-412



Stephen H. Belber
3509 Lowell Street
Washington, DC 20016
Maret School
HR-201



Julie A. Beman
9K Woodland Avenue
Bloomfield, CT 06002
Bloomfield High School
J-227



Kristin A. Bennett
9 Roanoke
Wellesley, MA 02181
Winsor School
JK-206



Eugenia M. Bertulis
2343 42nd Avenue E
Seattle, WA 98112
Roosevelt High School
WH-201



Joshua M. Bewlay
RFD #3 Old Post Road
Westerly, RI 02891
Westerly High School
J-133



Neil J. Bisson, Jr.
5 Orchard Road
Sturbridge, MA 01566
St. John's High School
LI-A4



Carol A. Blejwas
23 Avalon Road
West Hartford, CT 06119
William H. Hall High School
E-214



Stephanie C. Blum
21 Fulton Place
West Hartford, CT 06107
Kingswood-Oxford School
CK-831



Andrew C. Blume
40 East 88th Street
New York, NY 10128
Collegiate School
WH-318



Emily Blumenfeld
7762 Davis Drive
St. Louis, MO 63105
Clayton High School
G-31



Pieter J. Boelhouwer
359 Pine Lane
Wethersfield, CT 06109
Loomis-Chaffee School
HR-201



Marissa Boyers
84 Bainton Road
West Hartford, CT 06117
William H. Hall High School
NC-232



Rebecca R. Brainard
907 Northumberland Drive
Schenectady, NY 12309
Niskayuna High School
WH-223



Stephen M. Brauer
144 Farm Street
Dover, MA 02030
Roxbury Latin School
E-314



Mark A. Bridges
Lyford Cay Box N-7776
Nassau, Bahamas
Landon School for Boys
LI-A4



Carla M. Brini
197 Northford Road
Brantford, CT 06405
Brantford High School
FR-C2



Kevin P. Broderick
5 Otsego Avenue
Lowell, MA 01851
Lowell High School
G-13



Sarah W. Brooks
10 Walpole Street
Dover, MA 02030
Dover-Sherborn
Regional High School
JK-315



William C. Brooks
267 Dover Road
Westwood, MA 02090
New Hampton School
WH-315



Allison Brown
13311 Kimberley Lane
Houston, TX 77079
Westchester Senior
High School
NC-237



Elizabeth W. Brown
4612 Newcomb Place
Alexandria, VA 22304
T.C. Williams High School
JH-320



Judith G. Brown
Maple Avenue
Durham, CT 06422
Coginchaug Regional
High School
JK-202



Melanie A. Brown
606 Greystone Road
Wynnewood, PA 19096
Harrington High School
CK-B42



Michael A. Brown
55 Partridge Road
Naugatuck, CT 06670
Taft School
J-128



Rodney K. Brown
44 North Alfred Street
Elgin, IL 60120
Elgin Academy
E-314



Susannah L. Brown
309 Cedar Drive West
Briarcliff, NY 10510
Briarcliff Manor High School
CK-B31



Marcia E. Buckley
10 Cooley Road
Marlborough, CT 06447
East Catholic High School
CK-202



Malou A. Bulanagui
28 Sheraton Lane #1
Norwich, CT 06360
Norwich Free Academy
B-C2



Gretchen G. Bolland
8 Betsy Lane
Avon, CT 06001
Avon High School
E-412



Charles F. Bunnell III
7 John Neil Drive
Norwell, MA 02061
Norwell High School
LI-A2



Alexandra B. Burke
36 Church Street
Weston, MA 02193
Weston High School
E-214



Mara B. Buxbaum
33 East 70th Street
New York, NY 10021
Trinity School
WH-214



Nancy M. Campbell
121 Orchard Lane
Haverford, PA 19041
Shipley School
WG-C2



Andrew C. Canavan
39 Plymouth Drive
Scarsdale, NY 10583
Fordham Preparatory School
LI-A2



David F. Caputo
9 Lafayette Avenue
Chelsea, MA 02150
Malden Catholic High School
WH-301



Kimberly A. Carey
4026 East 19th Avenue
Denver, CO 80220
East High School
WH-201



Robert S. Carey
15 Orchard Hill Road
Peterborough, NH 03458
Providence Country
Day School
J-114



Marianne Carlstrom
33 Holmes Road
Newburgh, NY 12550
Marlborough Central School
PP-C2



Cathleen M. Carpino
84 Glenmere Drive
Chatham, NJ 07928
Chatham Township
High School
E-414



Gillian A. Caulfield
3305 Cleveland Avenue NW
Washington, DC 20008
National Cathedral School
WH-316



Laura A. Cawthorne
8 C Street
Mount Savage, MD 21545
St. Timothy's School
NC-237



Christine M. Cervoni
64 Sheldrake Place
New Rochelle, NY 10804
Ursuline School
J-314



Paul D. Cestari
67 Hillcrest Avenue
West Haven, CT 06516
Notre Dame High School
NC-135



Elizabeth A. Chaffin
60 Lawmarissa Road
Waban, MA 02168
Beaver Country Day School
HR-503



William H. Charest, Jr.
12 Paxton Road
West Hartford, CT 06107
Conard High School
WH-118



Ben. W. Cileto
5601 Collins Avenue
Apt. 1118
Miami Beach, FL 33140
Knox School
WG-A2



Victoria R. Clawson
60 Mountaintop Road
Bernardsville, NJ 07924
Bernards High School
R-C2



Victoria T. Cleveland
301 East 69th Street
New York, NY 10021
Spence School
JK-304



Sharon L. Codeanne
345 Rock Lane
Millford, CT 06460
Joseph A. Foran High School
J-202



Justine K. Coffey
3 Canterbury Lane
St. Davids, PA 19087
Baldwin School
FR-C2



Jonah I. Cohen
107 Laurel Road
Princeton, NJ 08540
Princeton High School
WH-118



Jennifer S. Cole
10 Curve Street
Medfield, MA 02052
Medfield High School
JH-307



Lisa P. Connelly
7001 Maple Avenue
Chevy Chase, MD 20815
Bethesda Chevy Chase
High School
JH-322



Clorsdan C. Conran
244 Avon Mountain Road
Avon, CT 06001
Avon High School
G-31



Daniel B. Consolatore
266 Snake Meadow Road
Moosup, CT 06354
Phillips Academy
J-106



Jennifer F. Cooper
PO Box 334
South Egremont, MA 01258
Westminster School
NC-228



John A. Cooper
9439 Park Hunt Court
Springfield, VA 22153
Episcopal High School
J-328



Matthew G. Cooper
4115 SE Ogden
Portland, OR 97202
Cleveland High School
NC-110



Charles R. Cordova
12 Ridge Road
Tenafly, NJ 07670
Taft School
J-123



Matthew L. Cost
RFD #4 Box 760
Skowhegan, ME 04976
Madison High School
E-102



Nancy J. Cote
71 Frances Ann Drive
Oakville, CT 06779
Watertown High School
NC-215



Gordon B. Coughlin
52 Upland Road
Brookline, MA 02146
Roxbury Latin School
JK-215



Margaret A. Coughlin
200 Hubbard Road
Hartford, CT 06114
South Catholic High School
WH-209



Jonathan W. Cox
2 Mill Lane
Farmington, CT 06032
Staples High School
JK-215



Christopher J. Coxon
149 East 73rd Street
New York, NY 10021
Portsmouth Abbey School
JK-106



Ridgely H. Cromwell
6709 Georgia Street
Chevy Chase, MD 20815
St. Alban's School



Raymond L. Crosby
68 Oxford Road
Milford, CT 06460
Joseph A. Foran High School
WH-301



Nancy Cudlipp
645 East 14th Street Apt. 9C
New York, NY 10009
Stuyvesant High School
HR-502



Robert J. Cullum, Jr.
6 Judson Place
Rockville Centre, NY 11570
Chaminade High School
FR-A2



Laura K. Cummings
10 Pine Street
Fryeburg, ME 04037
Fryeburg Academy
WH-223



Robert J. Cummings
6 Blair Road
Armonk, NY 10504
Byram Hills High School
JK-106



Susan L. Curley
58 Hillcrest Avenue
Wethersfield, CT 06109
South Catholic High School
JH-217



Suzanne E. Curley
121 Wildwood Road
Andover, MA 01810
Andover High School
WH-223



Jessica R. Cushman
3 Wild Rose Lane
Darien, CT 06820
St. George's School
NC-230



Sanjeev Daga
36/1 Jatin Das Road
Calcutta-700029 W. Bengal, India
St. Xavier College High School



Robert A. Daly, Jr.
256 Copa de Oro Road
Los Angeles, CA 90077
Harvard School
WH-310



Albert H. Damon III
11 Merrill Street
Newburyport, MA 01950
Newburyport High School
CK-B11



Hillary A. Davidson
9646 Wendover Drive
Beverly Hills, CA 90210
Crossroads School
JK-206



Amanda R. Davis
107 Patterson Avenue
Greenwich, CT 06830
Greenwich High School
J-301



Helene E. De Baubigny
11 Presidio Terrace
San Francisco, CA 94118
Santa Catalina School
J-314



Lauren M. DeLuca
6 Rocky Point Road
Rowayton, CT 06853
Norwalk Central Catholic
High School
JK-301



Claudia DePalma
East Mount Airy Road
Croton, NY 10520
Croton Harmon High School



Marcelino DeSantos
207 East 74th Street
New York, NY 10021
Regis High School
JK-219



Katherine G. DeVane
65 Edgemoor Terrace
Hamden, CT 06511
Hopkins Grammar Day
Prospect Hill School
CK-831



Caitlin H. Dean
50 North Roberts Road
Bryn Mawr, PA 19010
Harrington High School
CK-C32



Catherine E. Decker
9 Prospect Road
Westport, CT 06880
Dana Hall
JH-204



Mary E. DeMonico
25 Round Hill Road
North Haven, CT 06518
Hopkins Grammar Day
Prospect Hill School
PP-C2



Armando A. Diaz
45 Pershing Avenue
Ridgewood, NJ 07450
Ridgewood High School
E-317



Christopher R. Dickinson
1 Willow Stream Drive
Vernon, CT 06066
East Catholic High School
J-102



Katherine D. Dillon
937 Phelps Road
Teaneck, NJ 07666
Academy of the Holy Angels
PP-C2



Vincent P. Dinoso
1421 Granary Road
Blue Bell, PA 19422
Germantown Academy
G-25



Teal M. Dixon
3116 Chapin Avenue
Tampa, FL 33611
Berkeley Preparatory School
CK-B31



James Y. Dorman
49 Deepwoods Drive
Amherst, MA 01002
Deerfield Academy
LI-A4



Sean D. Dougherty
28 Mohegan Road
Larchmont, NY 10538
Mamaroneck High School
JH-205



Jeffrey A. Downing
Abbotts Hill Road
Newtown, CT 06470
Deerfield Academy
HR-103



Pamela Drake
General Delivery
Paris, VA 22130
Chatham Hall
J-302



Thomas P. Drake
13 Marshall Street
Old Greenwich, CT 06870
Trinity Pawling School
HR-102



Stacey A. Dresdale
15 Melaney Drive
Moneys, NY 10952
Ramapo Senior High School
JK-206



Christina M. Driscoll
32 Boylston Street
Garden City, NY 11530
Garden City
Senior High School
NC-230



Jennifer A. Ducar
4616 Wooddale
Edina, MN 55424
Edina High School
WH-211



Elizabeth G. Duff
63 Midwood Road Deer Park
Greenwich, CT 06830
Westminster School
JH-311



Charlotte A. Dunham
206 Washington Lane
Fort Washington, PA 19034
Germantown Academy
WH-211



George J. Dunery
530 New York Avenue
Baldwin, NY 11510
Chaminade High School
HR-201



Stuart S. Dye
5511 Parkston Road
Bethesda, MD 20816
Landon School for Boys
J-338



Elisabeth W. Edelman
922 Monte Vista Drive
West Chester, PA 19380
Agnes Irwin School
E-212



Jennifer D. Edmondson
2 Shelley Circle
Milford, CT 06460
Joseph A. Foran High School
J-312



Mark T. Eller
1201 Gold Mine Road
Brookeville, MD 20833
Sandy Spring Friends School
JH-223



Kathryn E. Ellis
131 Maple Avenue
Windsor, CT 06095
Windsor High School
WG-C2



John A. Emery
PO Box 160 900 Seaview Avenue
Osterville, MA 02655
Deerfield Academy
J-335



John B. Emery
25 Hillside Road
Lincoln, MA 01773
Lincoln-Sudbury Regional
High School



Leslie Enright
225 West 12th Street
New York, NY 10011
Walden School
NC-210



Andres M. Estrada
Box #277
Washington, CT 06793
Taft School
JK-212



Laura E. Evangelista
63 Greenway North
Forest Hills, NY 11375
Academy of the Sacred Heart
JK-301



John M. Evans
148 Tower Street
Dedham, MA 02026
Roxbury Latin School
PP-A2



Laura C. Everett
91 Bent Road
Sudbury, MA 01776
Lincoln-Sudbury Regional
High School
J-221



Claudia C. Farans
76 South Compo Road
Westport, CT 06880
Loomis-Chaffee School
JK-305



David S. Federman
6 Yorkshire Drive
Natick, MA 01760
Belmont Hill School
JH-22



Melissa J. Ferguson
14 Cherry Tree Place
Harrisburg, IL 62946
Harrisburg High School
J-233



Carl M. Fier
226 Hardenburg Avenue
Demarest, NJ 07627
North Valley Regional
High School
CK-B21



Basil M. Fikaris, Jr.
5 Edgewood Dr.
Syosset, NY 11791
Long Island Lutheran
High School
JH-209



Christopher B. Finch
RR1 26 Red Top Road
Brewster, MA 02631
Nauset Regional
High School
NC-128



Christopher A. Fisher
28 Jeffrey Drive
Farmington, CT 06032
Farmington Senior
High School
E-115



Amy B. Fiske
1 Sunset Farm Road
West Hartford, CT 06107
Loomis-Chaffee School
E-414



George J. Flemma
904 Parkway East
Utica, NY 13501
Deerfield Academy
JH-223



Stephen E. Fraser
1320 Sierra Linda
Escondido, CA 92025
Bishop's School
J-129



Gavin K. Freytag
7955 Riverside Drive
Dublin, OH 43017
Columbus Academy
J-329



Nancy W. Friedlsdorf
811 Hanamoor Court
Glendale, MO 63122
Kirkwood High School
NC-201



Stephen M. Frumento
108 Russell Street
Hamden, CT 06517
Hamden High School
NC-126



Guy R. Fulford
1 Allée de la Niche
Letangville Yvelines
78 France
American School of Paris
WH-304



Gregory D. Fullen
7 Park Lane
Scotia, NY 12302
Northwood School
HR-204



Victoria R. Fuller
316 Turner Place
Ithaca, NY 14850
Ithaca High School
WH-301



Paul J. Furigay
909 Gilda Drive
Windber, PA 15963
Mercersburg Academy
CK-C22



Matthew D. Gandal
3211 Thornapple Street
Chevy Chase, MD 20815
Bethesda-Chevy Chase
High School
WH-118



Michael K. Garver
128 Tobey Road
Pittsford, NY 14534
Pittsford-Sutherland
High School
WG-A2



John A. Germain
19 Lexington Street
South Hadley, MA 01075
South Hadley High School
E-317



Anthony T. Gianelly
92 Windsor Road
Waban, MA 02168
Buckingham Browne
& Nichols School
WH-108



Amy Giarraputo
128 Salisbury Avenue
Garden City, NY 11530
Garden City Senior
High School
J-307



Preston D. Gifford
49 Mount Vernon Street
Boston, MA 02108
Belmont Hill School
J-114



Todd L. Gillespie
1040 Turner Court
Decatur, IL 62521
Eisenhower High School
CK-B11



Matthew D. Gilmond
38 East Eldridge Street
Manchester, CT 06040
East Catholic High School
JK-106



Kristin E. Gilson
3 Stuyvesant Oval
New York, NY 10009
Hunter College
Campus Schools
JK-315



Daniel P. Goldberg
10 Harmon Place
Pelham, NY 10803
Pelham Memorial
High School
J-107



Julieta Gomes
1980 Hartford Turnpike
North Haven, CT 06473
North Haven High School East
LI-C2



Seth H. Goodwin
71 Washington Avenue
Cambridge, MA 02140
Buckingham Brown
& Nichols School
JH-111



Eric M. Grant
43 Chestnut Street
Bristol, CT 06010
Bristol Central High School
JK-108



Donald R. Green
70 Park Street
Meriden, CT 06450
F.T. Maloney High School



Jennifer S. Greenleaf
1788 Route 106
Syosset, NY 11791
Chapin School
W-44



Peter R. Greer, Jr.
7 Connaught Square
London W 2 2HG, England
American School in London
PP-A2



Kevin J. Griffin
53 Wildwood Road
Narragansett, RI 02882
Taft School
WH-321



Jose L. Guadalupe, Jr.
328 East 145th Street Apt. 3A
New York, NY 10451
Groton School



Joseph A. Guardo
1464 Ridge Road
North Haven
High School East
E-317



Amy C. Gulden
109 Summer Street
Hingham, MA 02043
Hingham High School
JK-319



Donna F. Haghighat
251 Unity Road
Trumbull, CT 06611
Trumbull High School
HR-503



Jennifer A. Hall
2 Coachman Park
Ledyard, CT 06339
Ledyard High School
JK-203



Mary K. Hallisey
14 Johnson Road
Avon, MA 02322
Fontbonne Academy
JH-315



Jean Hamano
50 Chestnut Street
Charlestown, MA 02129
Buckingham Browne
& Nichols School
LI-C4



Eric P. Hambleton
50 Hawley Road
Hamden, CT 06517
Hamden High School
WH-107



Henry W. Hamilton
95 Mountain Road
Hampden, MA 01036
Hotchkiss School
NC-116



Susan I. Hangen
22 Farm Street
Medfield, MA 02052
J-313



Robert L. Hanson
7405 Dickinson Avenue
College Park, MD 20740
Sandy Spring Friends School
WH-313



Harlan M. Hantman
PO Box 300
Bayport, NY 11705
Sayville High School
G-22



David S. Harrell
5404 Duvall Drive
Bethesda, MD 20816
St. Stephen's School
JH-107



Beverley M. Harrison
Route 1 Box 2007
Plant City, FL 33566
Plant City High School
WG-C2



Steven S. Harrod
5712 Parkwood Lane
Edina, MN 55436
Edina High School
WH-118



Bryan D. Hauptfuhrer
602 Old Eagle School Road
Wayne, PA 19087
Haverford School
JH-104



Schuyler Haynes
801 West End Avenue
New York, NY 10025
Millbrook School
JK-107



Andrew L. Hazelton
4 Old Fairwood Road
Bethany, CT 06525
Amity Regional High School
JK-103



Andrew S. Herford
19 Foxboro
St. Louis, MO 63124
St. Louis Country Day School
WH-108



Karen L. Hobbie
2477 Bronson Road
Fairfield, CT 06430
Our Lady of Mercy
Academy
JK-206



Melissa A. Hobbie
2477 Bronson Road
Fairfield, CT 06430
Our Lady of Mercy
Academy
J-208



Regan S. Hofmann
359 Woosamonsa Road
Stag Hill Farm
Pennington, NJ 08534
Princeton Day School
CK-C42



Rebecca L. Holt
65 Pine Street
Ellsworth, ME 04605
Ellsworth High School
HR-404



Geoffrey M. Horn
36 East 72nd Street
New York, NY 10021
Groton School
FR-A2



Stephen J. Houck
16 Logan Place
Morristown, NJ 07960
Delbarton School
JK-215



Thomas R. Houston
1000 Willardshire Road
East Aurora, NY 14052
Nichols School
HR-102



David C. Hower
32 Miles Road
Darien, CT 06820
Darien High School
E-116/117



David H. Hsiao
4208 51st Street N.E.
Seattle, WA 98105
Lakeside School
HR-103



Paul F. Hubbard, Jr.
75 Buena Vista Avenue
Rumson, NJ 07060
Middlesex School
J-127



Ellen B. Hughes
8 Elm Ridge Road
Princeton, NJ 08540
Stuart Country Day School
E-402



David J. Iacino
2 Westwoods Road
Burlington, CT 06013
L.S. Mills Regional
High School
JK-21



Scott M. Isaac
2078 Arleen Court
Schaumburg, IL 60194
Schaumburg High School
E-314



Dierdre L. Ives
477 North Street
Windsor Locks, CT 06096
Windsor Locks High School
WH-204



Jeffrey S. Jacobson
19 Pinecrest Lane
Durham, NH 03824
Oyster River High School
WH-325



Sandra J. Jedziniak
48 Northbrick Lane
Wethersfield, CT 06105
Wethersfield High School
E-202



Brian D. Johnson
9 Hickory Drive
Florence, MA 01060
Northampton High School
W-16



Brian H. Johnson
1050 Park Avenue
New York, NY 10028
Harrow School
G-25



Christopher F. Johnson
264 Kent Place Boulevard
Summit, NJ 07901
Hill School
CK-C22



Nicole S. Johnson
6306 Muirlands Drive
La Jolla, CA 92037
La Jolla High School
E-414



Elizabeth S. Johnston
30 Oak Knoll Road
Mendham, NJ 07945
West Morris - Mendham
High School
J-301



James Johnston
PO Box 229
Monument Beach, MA 02553
Bourne High School
WH-325



Kimberly F. Jones
304 Sand Hill Road
South Windsor, CT 06074
South Windsor High School
J-226



John B. Kantor
40 Corell Road
Scarsdale, NY 10583
Scarsdale High School
R-A2



Jonas F. Katkavich
100 A-1 West Street
Rocky Hill, CT 06067
South Catholic High School
JH-205



Kelly T. Keating
12 Campbell Road
Short Hills, NJ 07078
Millburn High School
LI-A4



Jennifer S. Kehl
33 The Neck
Manhasset, NY 11030
Manhasset Junior-Senior
High School



Timothy J. Kelly
7 Village Street
Millis, MA 02054
Noble and Greenough School
JK-21



Susan T. Kennedy
2 East Sunset Avenue
Philadelphia, PA 19118
Germantown Academy
J-301



Amy S. Kestnbaum
66 Central Avenue
Demarest, NJ 07627
Tenafly High School
JK-315



Tara J. Killen
1039 Beaumont Road
Berwyn, PA 19312
Academy of Notre Dame



Kwang-Ho Kim
Blk 45/4 Baguio Villa
550 Victoria Rd., Hong Kong
Hong Kong International
School



Susan E. Kinz
10 Clifford Road
Southboro, MA 01772
Algonquin Regional
High School
HR-502



Cynthia A. Kirby
200 Ottawa Lane
Franklin Lakes, NJ 07417
Indian Hills High School
WH-203



John F. Klein-Robbenhaar
Lower Church Hill Road
Washington, CT 06793
Middlesex School
J-327



Susan E. Kluber
17 Olcott Lane
Bernardsville, NJ 07924
Bernards High School
R-C2



Mark S. Koenen
4063 SE Pine Street
Portland, OR 97214
Catlin Gabel School
HR-103



Samantha Koster
7 Powder Horn Hill
Wilton, CT 06897
Wilton High School
HR-301



Carolyn C. Kostic
301 Tamalpais Avenue
Mill Valley, CA 94941
Branson School
E-412



Benjamin P. Kotch
119 Olcott Way
Ridgefield, CT 06877
Choate-Rosemary Hall
HR-103



Michael S. Kotch
119 Olcott Way
Ridgefield, CT 06877
Choate-Rosemary Hall
JK-24



Eric D. Kozak
180 Hayes Road
Rocky Hill, CT 06067
South Catholic High School
HR-204



Sharon D. Kraft
142 Maple Street
Milford, CT 06460
Joseph A. Foran High School
J-214



Cynthia L. Krall
2 Tunbridge Circle
Haverford, PA 19041
Agnes Irwin School
LI-C4



Andrea Krause
185 Green's Farms Road
Westport, CT 06880
Weston High School
J-214



Jonathan A. Kulok
40 East 84th Street
New York, NY 10028
Fieldston School
WH-303



Glenn R. Kurtz
11 Longmeadow Road
Cumberland, ME 04110
Waynflete School
CK-C12



Yari D. Kwee
80 Leferts Road
Garden City, NY 11530
Garden City Senior
High School
WH-211



Scott W. Lalonde
65 Brisas Circle
East Greenwich, RI 02818
East Greenwich High School
E-116/117



Jonathan I. Landay
204 Tudor Road
Needham, MA 02192
Roxbury Latin School
WH-114



Mark W. Lane
43 Ouis Street
Newton, MA 02160
Belmont Hill School
JH-112



Leanne M. LeBrun
22 Millbrook Road RFD 1
Buzzards Bay, MA 02532
Bourne High School
LI-C2



Christopher J. Leary
83 Emily Lane
Bristol, CT 06010
Bristol Central High School
J-335



Jon C. Leary
83 Emily Lane
Bristol, CT 06010
Bristol Central High School
J-329



Michel F. Lee
Walsh Lane
Greenwich, CT 06830
Brunswick School
JH-111



Yuichi P. Lee
1481 60th Street
Brooklyn, NY 11219
Glastonbury High School
NC-103



Mark S. Lemert
Mill Road
Phoenixville, PA 19460
Haverford School
J-108



David C. Lennon
19 Pardoe Road
Princeton, NJ 08540
Princeton High School
HR-303



Gina-Marie Letellier
150 Maple Street
Agawam, MA 01001
Agawam High School
JH-217



Meryl R. Levin
25 Diane Drive
New City, NY 10956
Clarkstown High School North
WH-211



Cynthia M. Lewis
30 Sulgrave Road
West Hartford, CT 06107
Ethel Walker School
HR-401



William H. Lewis II
17 South Crest Road
Chattanooga, TN 37404
McCallie School



Toh Tsun Lim
4103 13th Street
Greeley, CO 80634
Greeley West High School
JK-21



Seth A. Upton
195 Adams Street
Brooklyn, NY 11201
St. Ann's Episcopal School
NC-105



Douglas J. Lloyd
613 North Crescent Drive
Beverly Hills, CA 90210
Beverly Hills High School
E-116/117



Amy Loiacono
19 Glenwood Avenue
New London, CT 06320
Williams School
HR-301



Elizabeth J. Loos
230 Gulph Creek Road
Radnor, PA 19087
Radnor Senior High School
JH-319



Montague D. Lord
8809 Walnut Hill Road
Chevy Chase, MD 20815
Sandy Spring Friends School
E-111



Clay Lowery
5027 North 32th Street
Arlington, VA 22207
Yorktown High School
J-334



David F. Lowey
20 Oxford Road
Scarsdale, NY 10583
Scarsdale High School
WH-313



Juliana Lowry
158 Vassar Circle
Villanova, PA 19085
Radnor Senior High School
J-207



Maja L. Lundborg
1265 Racebrook Road
Woodbridge, CT 06525
Amity Regional High School
NC-203



Christine F. Lutz
Star Route Box 18
Penobscot, ME 04476
George Stevens Academy
FR-C2



Tara C. Lynch
33 Pleasant Street
Canton, MA 02021
Ursuline Academy
WH-223



Herbert E. Lyon
19 Valley View Drive
Suffield, CT 06078
Suffield High School
WH-108



Gwen L. Lytle
22 Grandview Avenue
West Orange, NJ 07052
West Orange High School
WH-201



Alison N. MacNeil
5 Orchard Street
Portland, ME 04102
Masters School
J-302



Douglas M. Macdonald
9 Autumn Ridge Road
New Fairfield, CT 06812
New Fairfield High School
JH-209



Matthew W. Madaus
6 Linebrook Road
Topsfield, MA 01983
Masconomet Regional
High School
WH-301



Matthew J. Maginniss
23 Stony Hill Drive
Mystic, CT 06355
R.E. Fitch Senior High School
WH-325



Allyn C. Magrino
400 Stamford Drive 3B
Newark, DE 19711
Newark Senior High School
CK-C32



Richard J. Mahaffy II
1114 Florence Road
Northampton, MA 01060
Williston-Northampton
J-135



Eoghan-Ruadh Mahony
86 Pinckney Street
Boston, MA 02114
Lawrenceville School



Richard J. Maloney
11 Hyder Street
Westboro, MA 01581
Westborough High School



Henry D. Manley
159 Hillcrest Avenue
Summit, NJ 07901
Berkshire School



Jason P. Manske
157 Fourth Street
Meriden, NJ 08450
Orville H. Platt High School
NC-103



Patricia A. Marciano
18 Laurel Lane
Prospect, CT 06712
Notre Dame Academy
JH-222



Robert M. Markee, Jr.
2395 Fenwood Road
University Heights, OH 44118
St. Ignatius High School



Shelley Mathews
3700 Market Street
Wilmington, DE 19802
The Tatnall School
CK-B42



Louise M. McCarthy
Ayer Road Box 114
Havard, MA 01451
Groton School
E-202



Robert J. McCool
148 Fairway Drive
Princeton, NJ 0840
Hill School
CK-C12



Kevin J. McCurry
308 Reeds Gap Road
Northford, CT 06472
North Branford High School
CK-C12



Mary M. McEltrick
East 922 Sinto
Spokane, WA 99202
St. George's School
HR-502



Katherine F. McGowan
20 Stonegate Drive
Branford, CT 06405
Branford High School
JH-315



Elizabeth W. McKee
67 Turtle Back Road
New Canaan, CT 06840
New Canaan High School
HR-401



Diane M. McKenzie
33 Sixth Street
Old Town, ME 04468
Old Town High School
NC-219



Marianne G. McLaren
4221 East Lee Street
Seattle, WA 98112
Lakeside School
HR-404



Gail P. McLaughlin
319 Gardner Street
Hingham, MA 02043
Hingham High School
JK-301



Amy H. McPherson
116 Woodlawn Road
Baltimore, MD 21210
Roland Park Country School
NC-224



Andrew H. McWhirter
111 Sheridan Road
Winnetka, IL 60093
West Trier High School
B-A2



Robert T. Meillo, Jr.
10 Paul Braun Court
Milford, CT 06460
Joseph A. Foran High School
JK-215



Craig R. Mellor
21 Prospect Street
Mount Kisco, NY 10549
Fox Lane High School
WH-316



Tracy L. Miano
102 Cold Spring Road
Avon, CT 06001
Avon High School
NC-203



Maria Teresa Michelizza
419 Griffin Road
South Windsor, CT 06074
South Windsor High School
PP-C2



Michael G. Miele
9 Windmere Road
West Yarmouth, MA 02673
Tabor Academy
HR-201



Emily A. Miller
211 Woodlawn
Glencoe, IL 60022
Phillips Exeter Academy
HR-404



Matthew G. Miller
1053 Sunny Slope Drive
Mountainside, NJ 07092
Oratory Preparatory School
JH-22



Michael G. Miller, Jr.
6 Brooklands Apt. 2-D
Bronxville, NY 10708
Taft School
J-108



Jonathan B. Mills
7 Spring Lane
Frammingham, MA 01701
Frammingham North High School
NC-116



Thomas F. Milton
Toilson Hill
Fairfield, CT 06430
Andrew Warde High School
B-A2



Claudia L. Mispireta
7112 Darby Road
Bethesda, MD 20817
Holton Arms School



Scott A. Mitchell
65 Dale Street
East Haven, CT 06512
East Haven High School
JH-120



William F. Monaghan
605 Pembroke Road
Bryn Mawr, PA 19010
Harrison High School
CK-B21



Dana L. Montefiore
472 Allen Avenue
Meriden, CT 06450
Orville H. Platt High School
JH-307



Martha O. Montgomery
2020 Walnut Street Apt. 23H
Philadelphia, PA 19103
Westminster School
JK-208



Michelle L. Monti
4 Colonial Lane
Canton, MA 02021
Fontbonne Academy
CK-C32



John R. Moore, Jr.
PO Box 4190
Vero Beach, FL 32964
Division of Continuing Studies,
University of Nebraska
WH-325



Elizabeth C. Morris
24 Chapin Parkway
Buffalo, NY 14209
Nichols School
CK-C42



Michelle A. Morrissey
34-06 81st Street
Jackson Heights, NY 11372
Stuyvesant High School
FR-C2



William B. Moulton
1173 Fifth Avenue
New York, NY 10029
Deerfield Academy
WH-313



Jennifer E. Murphy
10 Lovett Lane
Chelmsford, MA 01863
Chelmsford High School
LI-C4



Rita M. Nagle
Box 101 R. D. #3
Malvern, PA 19355
Baldwin School
NC-205



Eileen A. Neilan
166 Plant Street
New London, CT 06320
New London High School
JH-304



Melissa K. Nelson
4514 Casco Avenue
Edina, MN 55424
Edina High School
E-217



Julia M. Norvaisas
2174 104 Flamingo Lane
Lombard, IL 60148
Benet Academy
J-227



Paul L. Nyhan
429 Conant Road
Weston, MA 02193
Northfield Mount Herman
JK-102



Andrew J. O'Brien
181 Highland Avenue
Meriden, CT 06450
Orville H. Platt High School
HR-303



Maryanne J. O'Donnell
33 Thurlow Avenue
Revere, MA 02151
Buckingham Browne &
Nichols School
JK-322



Christopher S. O'Grady
1160 Norsam Road
Gladwyne, PA 19035
Haverford School
JH-122



Orla M. O'Riordan
46 Fowell Street
Brookline, MA 02146
Winsor School
JH-320



Stacey A. Ogrodnik
11 Bates Road
Manchester, CT 06040
East Catholic High School
J-308



Edward S. Osborne
4139 Edson Avenue
Bronx, NY 10466
Glastonbury High School
CK-C22



Elizabeth T. Osterhus
17 Banbury Lane
Huntington, NY 11743
Taft School



Peter S. Ostrander
21 Basing Harbour Road
Chatham, MA 02635
Grenville Christian
JK-210



Sherri R. Ousley
1637 Minerva
Granite City, IL 62040
Granite City
High School South
JH-322



Julia H. Overeynder
4654 Clover Street
Honeoye Falls, NY 14472
Honeoye Falls-Lima
High School
NC-217



Kateri A. Owsiak
13 Deepwood Road
Simsbury, CT 06070
Simsbury High School



Michelle Pagan
2060 Benito Feijoo Street
Rio Piedras, PR 00926
Cupeyville School
J-308



Steven J. Palmer
22 Rockland Drive
Enfield, CT 06082
New Hampton School
NC-115



Tim S. Panos
17107 13th NW
Seattle, WA 98177
Lakeside School
HR-102



Sara E. Parachini
1140 Winsor Avenue
Piedmont, CA 94610
Piedmont High School
E-212



Judson K. Paschen
1530 North State Parkway
Chicago, IL 60610
St. Mark's School
J-135



Lisa E. Paul
1231 Linden Lane
Glenview, IL 60025
North Shore
Country Day School
WH-201



Amy M. Paulson
807 Brae Burn Lane
Rockford, IL 61107
Auburn High School
HR-301



David F. Peck, Jr.
4471 Southern Boulevard
Dayton, OH 45429
Groton School
E-312



Christopher M. Pelletier
108 Black Birch
Wethersfield, CT 06109
Wethersfield High School
JH-122



John T. Pendleton
1 Kensington Road
Concord, NH 03301
Proctor Academy
WG-A2



Christopher J. Peters
53 Southgate Road
Franklin, MA 02038
Northfield Mount Hermon
NC-123



Pike N. Peters
PO Box 161
Tesuque, NM 87574
Santa Fe Preparatory School
WB-313



Alexander W. Petron
87 North Park Avenue
Easton, CT 06612
Fairfield College Preparatory
JK-25



John T. Phelan
Heritage Village 358-A
Southbury, CT 06488
Holy Cross High School
CK-B11



Janice V. Pierce
15 Ardmore Court
North Andover, MA 01845
North Andover High School
JK-321



Linda M. Poland
104 Forest Drive
Wethersfield, CT 06109
Wethersfield High School
J-212



Layne Pomakis
RFD #2 Newmarket Road
Durham, NH 03824
Oyster River High School
JK-320



David A. Port
20 Chester Street
Brookfield, CT 06804
Brookfield High School
HR-102



Daniel J. Prochniak
38 Lenox Road
Peabody, MA 01960
Western Reserve Academy
E-102



Pilar D. Proffitt
25 Devon Road
Great Neck, NY 11023
John L. Miller Great Neck
Senior High School
NC-228



Alyssa K. Purbeck
PO Box 788
Sharon, NJ 08069
Hotchkiss School
J-221



John H. Ralston
1703 Red Oak Circle
Reston, VA 22090
Mercersburg Academy
FR-A2



Frances R. Rametta
126 Cheshire Street
Hartford, CT 06114
South Catholic High School
JH-304



Maria J. Ramirez
881-7E Rambla
Ponce, PR 00731
Caribbean School
JK-315



David A. Ravera
1006 Timber Lane
Bridgewater, NJ 08807
Bridgewater-Raritan
High School
E-102



Catherine A. Reavey
25 Winkler Road
Sayreville, NJ 08872
Princeton Day School
E-202



Beth D. Reeves
1000 South Fillmore Way
Denver, CO 80209
Manual High School
JH-222



Maria E. Reilley
305 Elm Street
Rome, NY 13440
Rome Catholic High School
HR-401



Michael M. Riley
3802 East John Street
Seattle, WA 98112
Overlake School
HR-204



Adam T. Rochlin
60 Old Crown Road
Old Tappan, NJ 07675
North Valley Regional
High School
LI-A2



Jose R. Rodriguez, Jr.
100 Knollwood Drive
Key Biscayne, FL 33149
Ransom Everglades School
JK-21



Elizabeth A. Rosano
44 Alton Street
Walpole, MA 02081
Walpole High School
JK-312



Luis A. Rosario
1545 Main Street
Hartford, CT 06120
Wiley High School
E-302



Brian V. Rowe
8025 Peregrine Lane
Cincinnati, OH 45243
Indian Hill High School
JH-124



Katie F. Roy
44 Ardmore Road
Worcester, MA 01609
Dr. Leo T. Doherty
Memorial High School
E-217



Elizabeth A. Rully
5 Tall Trees Drive
Westport, CT 06880
Staples High School
E-217

Stephen J. Ryan
369 Hillcrest Road
Needham, MA 02192
Needham High School
WH-309



Mary D. Sabatini
29 Woodland Street
Wethersfield, CT 06109
Wethersfield High School
CK-C32



John N. Salerni
289 Carlton Street
New Britain, CT 06053
St. Thomas Aquinas
High School
PP-A2



Judith A. Sandford
173 Minuteman Drive
Concord, MA 01742
Concord-Carlisle Regional
High School
JH-311



Peter J. Schaefer
524 Morris Lane
Berwyn, PA 19312
Conestoga Senior High School
WH-301



Devin K. Schlickmann
44 A Outlook Drive
Worcester, MA 01602
Deerfield Academy
J-129



Samuel G. Schmidt
252 South University Street
Salt Lake City, UT 84102
East High School
E-312



Elizabeth A. Schroeder
Church Road, Chimney Farm
New Gloucester, ME 04260
Waynflete School
J-202



Kevin F. Scollan
630 Hills Street
East Hartford, CT 06118
East Catholic High School
J-123



Barbara C. Scudder
191 Merwins Lane
Fairfield, CT 06430
Roger Ludlowe High School
E-402



Lisa H. Shapiro
165 Eagle Drive
Newington, CT 06111
Newington High School
NC-201



Maia G. Sharpley
95 Montvale Road
Norton Centre, PA 02159
Concord Academy
JK-310



Daniel J. Sheehan
10 Bateson Drive
Andover, MA 01810
Phillips Academy
J-134



Katherine C. Sherr
66 Edgewood Avenue
Larchmont, NY 10538
Mamaroneck High School
W-43



Roberto M. Sifuentes
17150 Burbank Boulevard #32
Encino, CA 91316
Notre Dame High School
JH-115



Edith W. Silver
890 Pebble Hill Road
Doylstown, PA 18901
Central Bucks High School East
J-231



John A. Simkiss III
1210 Wynpate Road
Wynnewood, PA 19096
Haverford School
JH-107



Trevor M. Singleton
RR 2 Box 581
Brooklyn, CT 06234
Marianapolis Preparatory School
JH-24



Dana A. Skinger
789 Farmington Avenue
Bristol, CT 06010
St. Paul's Catholic
High School
HR-502



Andrew W. Skolnick
124 Center Road
Woodbridge, CT 06525
Amity Regional High School
E-302



Christina L. Smith
202 Seaton Road
Stamford, CT 06906
Low-Heywood Thomas
School
WH-221



Christopher R. Smith
12 Clark Street
Brooklyn, NY 11201
Milton Academy



Meredith W. Smith
19701 North Park Boulevard
Shaker Heights, OH 44122
Hawken School
JK-308



Blair J. Soffe
630 Morris Avenue
Bryn Mawr, PA 19010
Baldwin School
NC-217



Sarah L. Spongberg
441 Elm Street
South Dartmouth, MA 02748
St. George's School
J-233



Paul M. Stanton
20 Sunnyside Drive
Niantic, CT 06357
East Lyme High School
LI-A2



David L. Starensier
207 Holt Road
Andover, MA 01810
Governor Dummer Academy
FR-A2



Douglas C. Stebbins
124 Dover Road
Longmeadow, MA 01106
Longmeadow High School
WH-108



Gregory R. Stedman
78 East Wharf Road
Madison, CT 06443
Daniel Hand High School
CK-B21



Susan D. Steneck
259 Knob Hill Road
Meriden, CT 06450
Orville H. Platt High School
LI-C2



Hilary G. Stetson
PO Box P
St. Michaels, MD 21161
St. George's School
G-34



Donald F. Storey
PO Box 197
Mount Sinai, NY 11766
Stony Brook School
JH-104



James A. Storey
PO Box 197
Mount Sinai, NY 11766
Stony Brook School
J-102



Michael D. Strassman
16 Nason Hill Lane
Sherborn, MA 01770
Dover-Sherborn Regional
High School
E-115



Charles F. Stuart II
393 Middlesex Avenue
Darien, CT 06820
Darien High School
J-113



Eric A. Suddesen
6132 Barrows Drive
Los Angeles, CA 90048
Brentwood School
JH-24



Eugene W. Suh
9 Knollwood Road
Glen Head, NY 11545
Jericho Senior High School
J-338



Julie A. Sullivan
783 La Salle Way
Suffield, CT 06078
Suffield Academy
LI-C4



John C. Summerford
2307 Oak Forest Court
Arlington, TX 76012
Lamar High School
JH-115



Patricia A. Taffuri
165 Springsteen Avenue
Pearl River, NY 10965
Albertus Magnus High School
JK-301



John E. Tannar, Jr.
52 Beaver Dam Road
Natick, MA 01740
Natick High School
PP-A2



Avachai Tayjasanan
39 Conduit Road Apt. 311
"Rockymount" Hong Kong
Island School
J-323



David M. Templeton
783 La Salle Way
Napa, CA 94558
Napa High School
NC-128



Laura M. Thomas
R. R. 2 Box 81
Pound Ridge, NY 10576
Fox Lane High School
E-402



Tyler E. Thors
33 Titus Lane
Cold Spring Harbor, NY 11724
Salisbury School
E-312



Clare Tighe
56 Spring Street
Mansfield, MA 02048
Mansfield High School
R-C2



Ivan V. Tozer
112 Park Avenue
New York, NY 10128
Brentley School
J-213



Margaret G. Tracy
32653 Seagate Drive #107
Rancho Palos Verdes, CA 90274
Palos Verdes High School
NC-210



Barry L. Treadwell, Jr.
RD 7 Colesville Road
Bethlehem, PA 18015
Lawrenceville School
J-333



John B. Trevor IV
5757 North Dragon Lane
Paradise Valley, AZ 85253
St. Paul's School



Patrick J. Trostle
600 Crains Gap Road
Carlisle, PA 17013
Carlisle High School
JH-124



Elizabeth K. Trostler
351 Colonial Court
Manamoreck, NY 10543
Hackley School
JJC-2



Kathleen E. Urbach
70 Fuller Brook Road
Wellesley, MA 02181
Wellesley Senior High School
JK-207



Robert A. Vallette
15 Helen Marie Place
Hauppauge, NY 11788
Hauppauge High School
NC-135



David J. Valzania
9 Erik Road
Medfield, MA 02052
Medfield High School
WG-A2



Scott E. VanderMarck
320 West End Avenue
New York, NY 10023
Dwight School
JH-219



Michael D. Vanderbilt
326 Centre Island
Oyster Bay, NY 11771
Forledge School
E-203



Kim M. Vanty
129 Greenwood Street
New Britain, CT 06051
New Britain High School
HR-503



Robert N. Vincelette, Jr.
45 Dalton Road
Milford, CT 06460
Notre Dame High School
J-112



Jeffrey E. Vinick
72 Bradley Avenue
Swampscott, MA 01907
Swampscott High School
E-302



Michael G. Vitale
91-81st Street
Brooklyn, NY 11209
Polytechnic Preparatory
Country Day School
NC-126



Thavone Vorachack
7 Brownell Avenue B-5
Hartford, CT 06106
Hartford Public High School



Sophie B. Wadsworth
215 East 48th Street
New York, NY 10017
Hotchkiss School
J-232



Andrew P. Walker
One East Avenue
Norwalk, CT 06851
Norwalk High School
E-115



Catherine G. Walsh
26 Wynnewood Road
Wellesley, MA 02181
Wellesley Senior High School
JH-204



Andrew J. Warren
20 Woodland Road
Lexington, CT 06850
Lexington High School
CK-C12



Michael S. Warren
130 Lucia Drive
Pittsfield, MA 01201
Berkshire School
CK-C22



Peter R. Way
PO Box 147
Cataumet, MA 02534
Tabor Academy
NC-110



Gail Wehrli
1002 North Bundy Drive
Los Angeles, CA 90049
Marlborough School
JK-307



Christian H. Wiedemann
336 Ponus Ridge Road
New Canaan, CT 06840
Talt School
B-A2



Lisa M. Weinberger
Inwood Road
Norwalk, CT 06850
Norwalk High School
J-206



Jennifer S. Weissman
112 Salisbury Road
Brookline, MA 02146
Brookline High School
J-30e



Roger U. Wellington III
120 Clarke Circle
Needham, MA 02192
Rivers Country Day School
B-A2



Robert R. Wharton
1111 Bellemore Road
Baltimore, MD 21210
Hotchkiss School
J-338



Steven A. Whitson
255 Evergreen Avenue
Braintree, MA 02184
Boston College High School
E-116/117



Stanislaus F. Whitley
80 Walbridge Road
West Hartford, CT 06119
William H. Hall High School



John B. Williams
70 Cherry Brook Road
Weston, MA 02193
Middlesex School
R-A2



Stephen C. Williams
800 Grand Concourse Apt. 1 E S
Bronx, NY 10451
New Lincoln School
WH-112



Justin A. Williamson IV
26 Picardy Lane
St. Louis, MO 63124
John Burroughs School
NC-115



Jessie P. Willing
330 Devon State Road
Devon, PA 19333
Agnes Irwin School
R-C2



Dorothy V. Wilson
700 South Aiken Avenue
Pittsburgh, PA 15232
St. Paul's School
HR-401



Vivian L. Wilson
18 Davis Drive
Guilford, CT 06437
Taft School
B-C2



Edmund C. Wong
21 Woodmere Road
Framingham, MA 01701
Stony Brook School
NC-101



Rebecca A. Woo
591 Andover Street
Lowell, MA 01852
Lowell High School
WG-C2



John K. Woodlock
16 Concord Parkway
Pittsfield, MA 01201
Pittsfield High School
R-A2



Edmund G. Woods III
25 Longfellow Road
Holyoke, MA 01040
Deerfield Academy
CK-821



Albert I. Wu
2166 Broadway #4E
New York, NY 10024
Wilbraham Monson Academy
NC-123



Joseph P. Yamin
274 Wesley Street
Waterbury, CT 06708
Taft School
J-338



Iris Zadeh
330 East 39th Street
New York, NY 10016
McBurney School
HR-503



Sarah K. Zajchowski
77 Southland Drive
Rochester, NY 14623
Charles H. Roth High School
NC-215



Gina Zarr
24 Windy Knolls
Greenwich, CT 06830
Greenwich High School
HR-404



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Chevy Chase, MD 20815
Stony Brook School
J-323

TRANSFER STUDENTS



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Yeshiva University/
Stern College



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Smith College



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College of New Rochelle



Amy C. Hereen '88
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Wethersfield, CT 06109
Trinity: Special Student



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Southern CT
State University



Ruani Jayasinghe '87
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Emergency Information

In case of emergencies, a representative of the Dean of Students Office is on call daily after office hours and on weekends during the regular academic year, including Open Periods and vacations. In the event of need, the Mather Campus Center Information Desk (527-3151, ext. 234) will provide the name and phone of the administrator on call.

Illness

From 8:00 a.m., Monday, to 8:00 a.m., Saturday, the Medical Office in Wheaton Hall is open around the clock, except for the evening mealtime (6:00-7:00 p.m.). It is also open for four hours on weekends, according to a schedule posted at the Medical Office. If you cannot report to the Medical Office, call 246-3932 or 527-3151, ext. 231 or ext. 380. During those weekend hours when the Medical Office is closed, a nurse is "on call" at her apartment on the campus and may be reached by calling the Mather Campus Center Information Desk (527-3151).

What to do in Case of Fire

Know the location of the fire box nearest your room.

Do not try to fight a fire; contact the Fire Dept. (522-1234).

Do not panic.

When the fire horn sounds, evacuate the building immediately. Do not pull any more fire boxes.

In case of fire outside your room, leave the door shut. Heated gases and smoke may be on the other side. Feel the door; if it is hot or seeping smoke, block the door and stuff the cracks.

If you must open the door, do so cautiously. Stand behind the door, bracing yourself against it. The next room may contain superheated air under pressure, a blast of which may prove to be fatal. Be ready to close the door quickly, if necessary.

Plan an alternate escape route from each room. Fire and smoke can block your normal escape route. Open a window a crack at the top and bottom for fresh air. Hang a sheet out the window to signal rescuers.

Do not jump.

If a room is filled with smoke, get down on your hands and knees. The air at the lower part of the room is fresher and contains more oxygen, fewer gases.

You Can Help by Taking the Following Precautions

Do not block fire doors or exits with trunks, furniture, draperies, etc.

Do not tamper with fire boxes or fire fighting equipment.

Do not try to fight an electrical fire with water or soda acid extinguishers; you can be electrocuted.

Do not overload electrical circuits.

Do not smoke in bed.

PROCEDURES IN EVENT OF A BOMB THREAT

A bomb threat should be taken seriously. Person receiving call should:

- note exact time of call,

- note as correctly as possible wording of threat,

- describe any voice characteristics,

- immediately notify Police Headquarters, Investigative Services Bureau,

Tel. 522-0111, giving all details,

- then immediately notify Director of Campus Security, Ext. 264, the Dean of Students, Ext. 433 and a security guard on duty at the time.

If the caller specifies that a bomb is located in a particular building, floor, classroom, auditorium, or other place of assembly, the entire building should

be evacuated. Doors and windows should be left open. Should there be an explosion, the gases resulting from detonation (which cause injury and damage) may escape more freely, thus reducing the impact of the explosion.

After the building has been searched by Police, Fire and College officials, and it is ascertained there is no further threat, one of the College officials will announce that the building may be reoccupied.

1985-86 Faculty Career Advisors

- American Studies — Professor Eugene E. Leach, Seabury 12B, ext. 489
Biology — Professor Craig W. Schneider, Life Sciences Center 223, ext. 336
Chemistry — Professor Henry A. DePhillips, Clement 111, ext. 324
Classics — Professor John C. Williams, Seabury 44B, ext. 201
Economics — Professor Richard Scheuch, Williams Memorial 303, ext. 259
Engineering — Professor August E. Sapega, Hallden, ext. 202 or ext. 456
English — Professor Dirk A. Kuyk, Jr., 115 Vernon St., ext. 329
Fine Arts — Professor Michael R.T. Mahoney, Austin Arts Center 311, ext. 230 or ext. 415
History — Professor J. Ronald Spencer, Williams Memorial 211, ext. 208
Intercultural Studies — Professor H. McKim Steele, Jr., 04 Seabury, ext. 488
Mathematics — Professor Marjorie Butcher, McCook 318, ext. 347
Modern Languages — Professor Gustave Andrian, Seabury 42F, ext. 283
Music — Consult Department Chairman
Philosophy — Consult Department Chairman
Physical Education — Professor Chester H. McPhee, Ferris Athletic Center, ext. 437
Physics — Professor Albert J. Howard, McCook 111, ext. 344
Political Science — Professor Clyde McKee, Seabury 25B, ext. 318 or ext. 295
Psychology — Professor George Doten, Life Sciences Center 207, ext. 405
Religion — Professor John A. Gettier, 70 Vernon St., ext. 379
Sociology — Professor John Brewer, Life Sciences Center 230, ext. 440
Theatre Arts — Professor Arthur Feinsod, Austin Arts Center 230, ext. 443 or ext. 250



TRINITY
COLLEGE

IN THE EVENT OF EMERGENCY

Emergency Telephone Number	522-6557
Doctor	246-8861
Ambulance	247-6792
Fire	522-1234
Police	522-0111
College Guards	Day: Ext. 264, 492 Night: 527-3151
Medical Office	Day: Ext. 231, 380 Night: 246-3932 Weekends: 527-3151
Trinity College	At all times: 527-3151